



**WHISTLEBLOWER PROTECTION POLICY**

**POLICY**

Bass Valley Community Group organisational values include collaborative relationships professional integrity, responsibility, quality and client focus. They identify the ways in which employees expect to be treated and how employees will treat each other and their customers.

BVCG recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal improper conduct or conduct involving a substantial risk to public health and safety or the environment.

BVCG will take all reasonable steps to protect people who make disclosures regarding these matters from any detrimental action in reprisal for the making of the disclosure.

The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers that make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and for rectifying action to be taken.

**RESPONSIBILITY**

Committee of Governance	For the investigation of any disclosures and for the protection of all parties
Centre Manager	To maintain the confidentiality of, and to protect all parties
All Staff	To disclose any improper conduct

**REPORTING SYSTEM**

Contact in the first instance can be to the Centre Manager or taken directly to the Committee of Governance.

Should a complainant not feel that making contact as above would not be satisfactory, disclosure about improper conduct or detrimental action by BVCG, or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria  
Level 22, 459 Collins Street  
Melbourne, Victoria 3000  
(DX 210174)

Internet: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)  
Email: [ombudvic@mbo dsman.vic.gov.au](mailto:ombudvic@mbo dsman.vic.gov.au)  
Telephone: 9613 6222  
Toll Free 1800 806 314

**CONFIDENTIALITY**

BVCG will take all reasonable steps to protect the identity of the whistleblower. Maintaining confidentiality is crucial in ensuring that reprisals are not made against a whistleblower.



# BASS VALLEY COMMUNITY GROUP INCORPORATED

## REPORTING REQUIREMENTS

The Committee of Governance will ensure that the whistleblower is kept regularly informed of the progress of the handling of a protected disclosure and an investigation.

## REFERENCE

Protected Disclosure Act 2012

**Authorised by: Bass Valley Community Group Incorporated**

**President:** \_\_\_\_\_

**Date: April 2018**

Date of Policy August 2017  
Date of Review Apr 2018  
Date of Next Review June 2020