

## Whistleblower Policy Statement

Woden Community Service (WCS) encourages the reporting of potential misconduct as a key feature of our commitment to ethical behaviour, transparency, accountability and our legal and regulatory obligations. To facilitate such reporting, this policy was established to ensure whistleblowers can make a disclosure safe in the knowledge that, unless compelled by due process of law, WCS will:

- protect their identity
- keep the information disclosed confidential
- as much as lays within WCS's power, protect them from any reprisal.

The policy is **not** intended to cover routine service user complaints. Please refer to the "Providing Feedback and Making Complaints" policy at - [Providing Feedback and Making Complaints.pdf](#)

### Misconduct

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For the purposes of this policy, misconduct includes fraud, tax-related impropriety and other criminal matters, gross mismanagement, breach of trust and breach of duty (Section 9 of the Corporations Act 2001).

Misconduct may also include conduct that is dishonest or unethical, but not necessarily unlawful.

### How do I make a report?

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All whistleblower disclosures should be made to the Privacy Officer. You can contact the Privacy Officer at [privacy@wcs.org.au](mailto:privacy@wcs.org.au).

A disclosure can be made in or out of office hours and should contain, as appropriate, details of:

- the nature of the alleged misconduct
- the person or persons responsible for the misconduct
- the facts on which the whistleblower is basing their belief that misconduct has occurred.

WCS encourages disclosures be made to the Privacy Officer in the first instance so we can investigate and resolve the matter. However, reports can also be lodged with:

- Australian Securities and Investments Commission (ASIC)
- Australian Prudential Regulation Authority (APRA)
- a legal practitioner.

Nothing in this policy guarantees **immunity** from penalty or any other appropriate sanction for a whistleblower found to have engaged in misconduct or unlawful behaviour as part of their disclosure.

### More Information?

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Please contact the Privacy Officer at [privacy@wcs.org.au](mailto:privacy@wcs.org.au) if you have any questions or would like to discuss anything in this Policy Statement further.