

INFORMATION SHEET FOR WHISTLEBLOWER



As a whistleblower, under KU's *Whistleblower Policy and Procedures*, this document provides further information about the related policy and procedures.

PROCESS INFORMATION

As a whistleblower you will be:

- Assigned a contact person to receive regular updates on the process or report any concerns.
- Provided access to confidential professional counselling support.
- Encouraged to obtain independent legal advice if needed.
- Informed of the finding/s (a copy of the investigation report is not released as part of the process).
- Informed of any outcome, based upon the finding/s, that are directly relevant to you. Usual practice is that the outcomes for the person subject of the complaint are not disclosed to you.

EXPECTATIONS

It is expected that you will have:

- Made a disclosure if you have reasonable suspicion of a serious wrongdoing;
- Made a disclosure in good faith and cooperate with any investigation process;
- Maintain confidentiality about the complaint and related process. Confidentiality does not prevent you from obtaining appropriate professional advice or support.

Note: If you do not engage in the investigation process, this will not preclude further action on the part of KU to complete an investigation in response to the complaint.

ANONYMITY AND CONFIDENTIALITY

KU will take all reasonable steps to protect your confidentiality as a whistleblower, except where:

- ▶ You consent to your identity being disclosed;
- ▶ It is required by law;
- ▶ It is necessary to prevent or lessen a serious threat to a person's health or safety;
- ▶ It is necessary to protect or enforce KU's legal rights or interests; and
- ▶ It is necessary to defend any claims

Practices used by KU to offer protection to your identity, and confidentiality, as a whistleblower may include:

- ▶ Redacting all personal information or reference to you witnessing an event;
- ▶ Referring to you in a gender-neutral context;
- ▶ Contacting you to help identify certain aspects of your disclosure that could inadvertently identify you; and
- ▶ Ensuring the matter is handled and investigated by qualified staff

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DETRIMENT

KU Children's Service considers any reprisals against a whistleblower to be a serious breach of the *Whistleblower Policy and Procedures*.

If you believe that you, or your family, has/have been the victim of detrimental conduct because of your status as a whistleblower, you should immediately report the matter to the CEO, WPO or WBS as eligible recipients. Detrimental conduct includes, but is not limited to dismissal, injury harassment, threat or intimidation.

SUPPORT

- ▶ You are encouraged to obtain independent legal advice and professional counselling during this time, if required
- ▶ Confidential professional counselling support is available to you through your contact person