

# INFORMATION SHEET FOR PERSON SUBJECT OF A COMPLAINT



If you have been the subject of a whistleblower disclosure, under KU's *Whistleblower Policy and Procedures*, the following provides further details and supportive information about the related process.

## PROCESS INFORMATION

As a person subject of the complaint, you will be:

- ☐ Provided a suitable contact person to receive regular updates on the process or report any concerns to during the process.
- ☐ Informed at the appropriate time of the disclosure and provided as much detail, and time, as is reasonable to prepare a response.
- ☐ Provided access to confidential professional counselling support.
- ☐ Provided an opportunity to prepare and provide a response.
- ☐ To bring a support person if you attend an interview/meeting.
- ☐ Informed of the finding/s. If the finding/s are adverse, you will be provided reasonable details to understand the rationale for such a finding (you are not entitled to receive a copy of the full investigation report as part of the process).
- ☐ Informed of the outcomes, based upon finding/s, that are directly relevant to you.

Note: The information provided to you will not include information identifying the whistleblower, unless the whistleblower consented to this or it is required by law.

## EXPECTATIONS

It is expected that:

- ☐ You will maintain confidentiality of the complaint and related process. Confidentiality does not prevent you from obtaining appropriate professional advice or support.
- ☐ You do not discuss these matters with any other KU staff member, client and/or customer of KU, supplier, third parties or the media (traditional or social). You may discuss them with your family and your legal/industrial advisor.
- ☐ You will not make contact with any person you believe has lodged the complaint or a witness in the investigation, or arranged for anyone else to make contact with them about this process.
- ☐ You will not act in any way that may be detrimental to anyone you believe may be involved in the process.
- ☐ You will engage in the investigation process in good faith.

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.

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## **SUPPORT**

KU appreciates that being the subject of a complaint can be a very difficult time and you are encouraged to obtain professional support and advice if needed.

Confidential professional counselling support is available to you via KU Employee Assistance Program; Access. Access is a free and confidential service, and they can be contacted 24/7, directly on 1800 818 728.