

# PUBLIC NOTICE

## Whistle-blower Policy



## THE BALD HILLS ISLAMIC EDUCATIONAL ORGANISATION LTD

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### **Purpose**

Our organisation is committed to a culture of compliance and high ethical behaviour.

This policy deals with certain issues relating to misconduct, malpractice, internal controls and conflicts of interest to ensure compliance with the laws and regulations applicable to our organisation, its employees, members, and to deal with concerns that are likely to arise in our environment.

This policy applies to all employees, members, & patrons of our organisation.

### **Objectives**

The objectives of this policy is to:

Encourage all to disclose any malpractice, misconduct or conflicts of interest of which they become aware.

Provide protection to those who report allegations of such malpractice, misconduct or conflicts of interest; and ensure that all allegations are thoroughly investigated with suitable action taken, where necessary.

### **Policy**

This policy is designed to ensure that honesty and integrity is maintained. A whistleblower is protected against adverse actions (eg: dismissal, demotion, suspension, harassment, or other forms of discrimination) for raising allegations of malpractice, misconduct or conflicts of interest.

Subject to this policy, a whistleblower is protected even if the allegations prove to be incorrect or unsubstantiated. Individuals who participate or assist in an investigation will also be protected. Every effort shall be made to protect the anonymity of the whistleblower, however there may be situations where anonymity cannot be guaranteed. In such situations, the whistleblower shall be fully briefed.

This policy is not designed to deal with general employment grievances and complaints. All employees should be aware that if an individual makes a false report deliberately, maliciously, or for personal gain, that individual may face disciplinary action.

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Below are some examples of reportable malpractice, misconduct or conflicts of interest:

Dishonesty; fraud; corruption; illegal activities (including theft, drug sale/use, violence, threatened violence, or criminal damage against organisations assets/property)

Discrimination, vilification, sexual harassment, harassment, bullying and victimisation; acts or omissions in breach of Commonwealth or state legislation or local authority bylaws

Unethical behaviour; other serious improper conduct (including gross mismanagement, serious and substantial waste of Company resources, or repeated breaches of administrative procedures); unsafe work-practices; any other conduct which may cause financial or non-financial loss to the organisation or be otherwise detrimental to the interests or reputation of the organisation, or any of its employees; members, patrons and the deliberate concealment of information tending to show any of the matters listed above

### **Protection of whistleblower**

This policy protects the whistleblower against any reprisals, provided that the whistleblower identifies himself/herself, and the claim is:

Submitted in good faith (via email) and without any malice or intentionally false allegations

Based on the whistleblower's reasonable belief that the malpractice or misconduct, or issue related to the malpractice or misconduct constitutes, or may constitute, a material violation; and does not result in a personal gain or advantage for the whistleblower. No alleged malpractice or misconduct that meets the above-mentioned conditions will give rise to any reprisals or threat of reprisals against the whistleblower, unless the whistleblower is a participant in the prohibited activities about which the complaint is made. In those circumstances, the decision to file the complaint is only likely to affect the extent of the disciplinary measures (if any) that may eventually be taken against the whistleblower. This effectively means that the Company and its directors, officers, employees and agents will not penalise, dismiss,

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demote, suspend, threaten or harass a whistleblower, or discriminate in any manner against the whistleblower, to take reprisals or retaliate as a result of the whistleblower having reported an act that is illegal or unethical, or deemed illegal or unethical, unless the whistleblower is a participant in the illegal or unethical act(s). The Organisation considers any reprisals against a whistleblower to be a serious breach of this policy and one likely to result in disciplinary measures, including dismissal. This protection applies to anyone providing information related to an investigation pursuant to this policy.

### **Confidentiality**

The Organisation recognises that maintaining appropriate confidentiality is crucial in ensuring a potential whistleblowers comes forward and discloses their knowledge or suspicions about malpractice or misconduct in an open and timely manner and without fear of reprisals being made against them.

The Organisation will take all reasonable steps to protect the identity of the whistleblower and will adhere to any statutory requirements in respect of the confidentiality of disclosures made. In appropriate cases, disclosure of the identity of the whistleblower or the allegation made by them may be unavoidable, such as if court proceedings result from a disclosure pursuant to this policy.

### **Reporting procedures**

Any person who has reasonable grounds to suspect that malpractice or misconduct has occurred is encouraged to report that suspicion to the Secretary, or if this is considered inappropriate, is encouraged to raise any concerns with Board of Directors (Chair) via email - [tbhieol@outlook.com](mailto:tbhieol@outlook.com) or in writing.

Any items of concern may also be raised with Board of director's.

All claims of malpractice or misconduct should provide specific, adequate and pertinent information with respect to, among other things, dates, places, persons/witnesses, amounts, and other relevant information, in order to allow for a reasonable investigation to be conducted. If the whistleblower discloses his/her name, the person receiving the claim will acknowledge having received the complaint and may initiate a follow-up meeting. However, if the claim is submitted

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on an anonymous basis there will be no follow-up meeting regarding the claim of malpractice or misconduct and the organisation will be unable to communicate with the whistleblower if more information is required or if the matter is to be referred to external parties for further investigation. Please remember that all claims of malpractice or misconduct received are treated on a confidential basis and whistleblowers are encouraged to disclose their identity to obtain the protection afforded to them by law.

### **Procedures following disclosure**

Once a report of a suspected malpractice or misconduct has been received from a whistleblower who has provided reasonable grounds for their belief that malpractice or misconduct has occurred, an investigation of those allegations shall commence. All material violations and any actions that may be required as a result of the investigations will be reported to the BOD.

### **Investigations**

Investigations will be conducted promptly and fairly with due regard for the nature of the allegation and the rights of the persons involved in the investigation. Evidence, including any materials, documents or records shall be held securely by the investigating officers. The person receiving the disclosure must report it as soon as possible to the BOD/Management Committee Team. The BOD shall then determine if the allegation is, in fact, pertinent to any of the issues mentioned in this policy. The BOD will determine the appropriate method for the investigation. In appropriate cases, the BOD may ask for the assistance of an internal or an external accounting or legal specialist, as the BOD deems necessary. During the investigation, the investigator will have access to all of the relevant materials, documents, and records. The directors, officers, employees and agents of the Company must cooperate fully with the investigator. During the investigation, the BOD will use all reasonable means to protect the confidentiality of the information regarding the whistleblower.

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### **Reporting**

At the conclusion of the investigation, the investigator will prepare a report of the findings for the BOD. Where the final report indicates that the malpractice or misconduct has occurred, the final report will include recommendations for steps to be taken to prevent the malpractice or misconduct from occurring in the future, as well as any action that should be taken to remedy any harm or loss arising from the malpractice or misconduct, including disciplinary proceedings against the person responsible for the conduct, and the referral of the matter to appropriate authorities, as is deemed necessary by the BOD.

### **Communications to the whistleblower**

The Organisation shall ensure that, provided the claim was not submitted anonymously, the whistleblower is kept informed of the outcomes of the investigation of the relevant allegations, subject to the considerations of privacy of those against whom allegations are made.

### **Contact can be made via:**

Email: [tbhieol@outlook.com](mailto:tbhieol@outlook.com)

Or in person via appointment