

# Whistleblower Policy



Exclusive Real Estate is committed to high standards of conduct and ethical behaviour. This policy aims to ensure that staff and directors can raise concerns about issues relating to service delivery, financial administration or management practices of the organisation without fear of reprisal.

This policy aims to encourage people to report an issue if they genuinely believe someone has contravened the Code of Ethical Conduct, the Conflict of Interest policy or the law.

## Who the Policy Applies to

This policy applies to all employees whether full time, part time or casual, and to all Directors.

## When Concerns Should be Raised

All employees and directors are encouraged to report any genuine matters or behaviours that they believe contravene Exclusive Real Estate's Code of Ethical Conduct,

Conflict of Interest policy or the law. This will include:

- Conduct or practices which are illegal
- Corrupt activities
- Theft, fraud, misappropriation
- Significant mismanagement of funds or resources
- Abuse of authority
- Serious harm to public, tenant or employee safety

## Procedure

A person who becomes aware of any matter or behaviour that they think seriously contravenes the Code of Ethical conduct, Conflict of Interest policy or the law should raise the matter with (in order):

1. their immediate supervisor (if an employee) or with the Manager
2. the Chairperson or another member of the Board of directors (if raising the matter with the Manager is not appropriate)
3. the Office of the Registrar of Community Housing (1800 330 940)

## Investigating Concerns

Exclusive Real Estate will investigate all reported concerns and where appropriate will provide feedback regarding the outcome. We will take any necessary course of action as a result of a report. If no action is taken we will give an explanation to the person who has reported the concerns as to why this decision has been made. real or perceived malpractice. If a report is not made in good faith, or is found to be malicious, deliberately misleading or frivolous, you may be subject to disciplinary action.

## Equal Opportunities

Equitable employment and service delivery policies and practices are essential to meet the objectives of the Co-operative. It is expected that all staff and board members will take responsibility for fair, non discriminatory behaviour in their dealings with each other, with clients and in the development and/or implementation of policies and procedures that facilitate this.

Discriminatory behaviour will not be tolerated by the Co-operative. Employees and Directors are expected to treat all persons with whom they have professional dealings with respect.