



Whistleblower Policy

Authorised By:	Board of Governors	Revision: 1.2
Last Amendment Date:	Not Applicable – New Policy	
Review Due Date:	Next Review: 25 Nov 2025	
Related Documents:	<u>Student Client and Grievance Policy; Australian Standard, Whistleblower Protection Program for Entities AS8004-2003</u>	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Tabor is committed to sustaining an internal culture that is based on integrity, ethical behaviour, and accountability, and has systems in place that support transparency in good governance and decision making.

This policy supports the disclosure by individuals of wrongdoing occurring within the College, so that appropriate action can be taken to receive and investigate reportable conduct from whistleblowers.

Tabor is committed to providing a supportive environment for individuals wishing to disclose their concerns, without fear of reprisal or retaliatory action. The College is committed to taking all reasonable steps to keep the identity of whistleblowers and individuals who are the subject of whistleblower disclosures confidential.

The purpose of this policy is to ensure that Tabor fulfils its obligations under applicable laws and practices including the Australian Standard AS8004-2003 Whistleblower Protection Program for Entities.

The benefits and importance of encouraging disclosures of wrongdoing and protecting those who make disclosures include:

- effective compliance with relevant laws and regulatory obligations;
- effective compliance with other College policies and governance requirements;
- efficient fiscal management of the College;
- a healthier and safer work environment;

- improved morale within the College;
- an enhanced perception and the reality that the College is taking its governance obligations seriously.

2. Scope and Applications

This policy applies to all members of the College community, including employees, students, volunteers, contractors, consultants and visitors.

3. Policy Principles

- 3.1 Tabor will not tolerate wrongdoing in the College.
- 3.2 Tabor College is committed to:
 - 3.2.1 operating with the highest ethical and legal standards;
 - 3.2.2 conducting investigations in a fair and objective manner, and in accordance with the principles of natural justice. Individuals who are the subject of a disclosure of wrongdoing will be informed of the allegation(s) against them and be given the right to respond;
 - 3.2.3 providing support and protection to individuals who make disclosures under this policy;
 - 3.2.4 ensuring that wherever possible confidentiality is maintained with respect to the identity of the whistleblower, and the individual who is the subject of the disclosure;
 - 3.2.5 informing whistleblowers of the progress and outcome of the investigation;
 - 3.2.6 taking disciplinary action against any individual found by the College to have engaged in wrongdoing, and, where appropriate notify the relevant authorities;
 - 3.2.7 taking appropriate action to rectify any wrongdoing;
 - 3.2.8 taking disciplinary action, against any staff member or student, in accordance with the College's disciplinary procedures, who has made a false report of wrongdoing knowing it to be false, or being reckless about whether it is false;
 - 3.2.9 ensuring the College community is aware of and complies with their legal and ethical obligations and the policies of the College.

4. Procedures

4.1. Disclosures of wrongdoing

- 4.1.1. This policy encourages and provides protection for all disclosures of wrongdoing that meet the definition of reportable conduct (see 6 Definitions).
- 4.1.2. An individual considering making a disclosure of wrongdoing is expected to have reasonable grounds for believing that wrongdoing has occurred and to act in good faith.

4.2. How to make disclosure

- 4.2.1 A disclosure of wrongdoing must be made in writing to an Authorised Disclosure Officer.
- 4.2.2 The disclosure may be made on a confidential or non-confidential basis.

- 4.2.3 The Authorised Disclosure Officer is any of the following, each being authorised to receive disclosures of wrongdoing on the College's behalf:
- Head of Department
 - Dean of any Faculty
 - Chief Operating Officer
- 4.2.4 The Authorised Disclosure Officer will refer the disclosure to a member of the College's Executive, who will assemble a team to investigate the disclosure. The team may include individuals internal or external to the College, whose expertise allows the allegation to be appropriately investigated.
- 4.2.5 The Authorised Disclosure Officer may disclose information to the members of the team on a confidential basis, and in accordance with 4.3.1.
- 4.2.6 A written record of the steps taken in the investigation must be maintained. This record must include details of all the enquiries made and critical decisions taken.

4.3. Confidentiality

- 4.3.1 Information received from a whistleblower must be held in the strictest confidence and must only be disclosed to a person not connected with the investigation:
- (a) if the whistleblower has been consulted and consents in writing to the disclosure;
 - or
 - (b) if the Authorised Disclosure Officer is compelled by law to do so.
- 4.3.2 Files created as part of the investigation must be kept secure.

4.4 Protection of Whistleblower

- 4.4.1 It is the responsibility of the Authorised Disclosure Officer to protect the interests of the whistleblower within the scope of this policy.
- 4.4.2 The College will not tolerate harassment or victimisation of a whistleblower who reports information under this policy.

5 Support Services

The College has support services (including counselling) available for whistleblowers and individuals who are the subject of the investigation.

6 Definitions

See [Global Definitions](#)

7 Communication / Training

1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor via the Tabor website (<http://tabor.edu.au/>).
2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.