

## WHISTLEBLOWER POLICY

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Document Owner	Board	Approval by	Board ( Feb 2025)

### 1. Policy Statement

The MIC Board is committed to operating legally (in accordance with applicable state and commonwealth legislation and regulation, in accordance with MIC's policy and procedures, and in accordance with recognised ethical principles).

Employees, contractors, volunteers, clients, and students on placement are expected to cooperate with MIC in maintaining legal, proper, and ethical operations, if necessary, by reporting non-compliant actions by other people. Correspondingly, employees, contractors, volunteers, clients, and students who do assist in maintaining legal, proper, and ethical operations should not be penalised in any way.

### 2. Purpose

The purpose of this policy is to:

- a) encourage the reporting of matters that may cause harm to individuals or financial or non-financial loss to MIC or damage to its reputation.
- b) enable MIC to deal with reports from whistle-blowers in a way that will protect the identity of the whistle-blower and provide for the secure storage of the information provided.
- c) establish the policies for protecting whistle-blowers against reprisal by any person internal or external to the entity.
- d) provide for the appropriate infrastructure.

Suite 2, 27 Bank Street. Box Hill VIC 3128

Telephone (03) 9285 4888

Facsimile (03) 9285 4882

Email [mic@miceastmelb.com.au](mailto:mic@miceastmelb.com.au)

Website [www.miceastmelb.com.au](http://www.miceastmelb.com.au)

A.B.N. 27 084 251 669



- e) help to ensure MIC maintains the highest standards of ethical behaviour and integrity.

### 3. Scope

This Policy covers all MIC Board members, employees, contractors, volunteers, clients, students on placement, and partner organisations and includes any premises where MIC people conduct MIC business, including premises where MIC people attend functions, conferences, and training sessions as representatives of MIC.

It also includes any premises where MIC's core work is undertaken, for example in clients' homes, or community venues. The workplace extends beyond the physical boundaries of MIC, set work times, and includes interaction between MIC's Board members, employees, volunteers, and interactions with other organisations and members of the public.

### 4. Policy

#### **Concerns regarding illegal or corrupt behaviour/ Concerns regarding improper or unethical behaviour**

Where a Board Member, employee, contractor, volunteer, client or student on placement of MIC believes in good faith on reasonable grounds that any other employee, contractor, volunteer, client has breached any provision of the general law or

Where an employee of MIC believes in good faith on reasonable grounds that any other Board member, employee, volunteer, or contractor has breached any provision of MIC's constitution, or its bylaws, or its policies, or its code of conduct, or generally recognised principles of ethics, the concerned person may report their concern to

- their supervisor: or, if they feel that their supervisor may be complicit in the breach,
- the Chief Executive Officer or, if they feel that the Chief Executive Officer may be complicit in the breach,
- MIC's nominated Whistleblower Protection Officer (Board Secretary); or, if they feel this to be necessary,
- a person or office independent of MIC (a member of the community/organisation who will agree to accept the responsibility), or
- the duly constituted authorities responsible for the enforcement of the law in the relevant area.

The person making their concern known shall not suffer any sanctions from MIC on account of their actions in this regard provided that their actions

- are in good faith, and
- are based on reasonable grounds, and
- conform to the designated procedures.

Suite 2, 27 Bank Street, Melbourne VIC 3002

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Any person within MIC to whom such a disclosure is made will have the right for their matter to be reviewed by higher authorities if they want to appeal the decision taken.

Any such investigation shall observe the rules of natural justice and the provision of procedural fairness. Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by the organisation.

### **Employment Assistance Program (EAP).**

Dealing with such complaints and processes can be difficult for the complainant and respondent. Please note Migrant Information Centre (Eastern Melbourne) Ltd has Relationship Matters – Counselling and Mediation Services appointed as our EAP provider. To make a confidential counselling appointment call **(03) 8650 6262**.

### **Related Documents**

- MIC's Value Statement
- Code of Conduct
- Conflicts of Interests Policy
- Fraud Control & Corruption Prevention Policy
- Grievance Management Policy Workplace Bullying & Harassment Prevention & Management Policy Procedure



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### **Legislative Reference / MIC Policies**

- Legislation - Corporations Act 2001 (Cth)
- Taxation Administration Act 1953 (Cth)
- ASIC Corporations (Whistleblower Policies) Instrument 2019/1146
- Australia Public Interest Disclosure Act 2013
- Victoria – Protected Disclosure Act 2012
- Fair Work Act 2009
- Privacy Act 1988
- Victorian Charter of Human Rights and Responsibilities / 2006

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