

WHISTLE BLOWER POLICY

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1. Objective

Five Good Friends is committed to creating and maintaining a work environment in which all Members, workers and volunteers uphold high standards of personal and professional ethics in carrying out all required duties and responsibilities.

Five Good Friends recognise that the people who have working relationships within the Five Good Friends communities are often the first to realise something is seriously wrong and encourages reporting of these matters (and will provide protection under this policy for those individuals).

2. Policy Statement

Five Good Friends does not tolerate wrong doings and encourages people to bring these matters to the attention of Directors and Managers if they genuinely believe a serious wrong doing is being committed.

This Policy states Five Good Friends expectations:

- All workers and Members are protected by this Policy should they speak out about wrongdoings.
- All suspected wrong doings can be reported to the Head of Care and Member Services or a Director.
- All reports will be taken seriously and investigated promptly, impartially and confidentially.
- Where appropriate, matters will be reported to external authorities and Five Good Friends will fully cooperate with any external investigation and action.
- A person reporting matters will be provided with relevant support including referrals to relevant external expertise. Identity will remain confidential to the extent permitted by law and is practical within the scope of any investigation.
- All vexatious reports will be dealt with as unacceptable behaviour and may lead to discontinuation of relationships with Five Good Friends.
- Five Good Friends expects that the person making a report under this policy will ensure as far as possible, that the information being disclosed is factual, accurate and complete from first-hand knowledge and presented objectively without material omission.

- All workers are provided education on the required standard of conduct and behaviour as part of the Five Good Friends network.

3. Responsibilities

The Head of Care and Member Services /Director must act promptly when a serious wrong doing is reported and are responsible for:


- Escalating the matter to the Management Team and or the Board
- Initiating a thorough and impartial investigation
- Ensuring relevant protection and support is provided to the individual making the report
- Ensuring that matters are dealt with using reasonable management action.

4. References

- Legislation/Standards
 - Standards Australia AS 8004 – 2003, Whistleblower protection programs for entities.
- Company Documents
 - Terms and Conditions, Sign Up and Induction Procedures.
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5. Authorisation and Contacts

Whistle Blower Policy Updated 28.02.17	
Policy number: FGF003	Date adopted: September 2016
Applies to: All Five Good Friends staff, volunteers, contractors, sole traders and others	

Director: Simon Lockyer	Signature: 
Date Authorised: Feb 2017	Next Review Date: Feb 2018
Endorsed by: Head of Care and Member Services	