

TEACH US  
\* CONSENT

# Whistleblower Policy

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| Policy Owner     | Teach Us Consent Global           |
| Point of Contact | HR Team                           |
| Date of Review   | Whistleblower Policy v1.0 2025.03 |
| Review due       | April 2026                        |

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## Our position on whistleblowing

Teach Us Consent Australia is committed to fostering a culture of ethical and legal behaviour and maintaining good systems of governance. We recognise the importance of transparency and accountability across all areas of our organisation, and we support the reporting of improper conduct.

All TUC staff have the **right and responsibility to disclose information regarding certain types of improper conduct**. TUC encourages staff to report any perceived or actual unethical, unlawful, illegal or fraudulent conduct in our organisation and provides the protections and procedures for people to make a report confidentially and without fear of intimidation, disadvantage or reprisal.

## Aims and scope

This policy applies to all Teach Us Consent staff and representatives. Its objectives are to:

- provide knowledge of the relevant legislation and bodies;
- provide definitions within this policy;
- outline the reporting process;
- outline the investigative process;
- outline the protections provided to whistleblowers.

## Legislation and definitions

### Legislation

This policy is applicable when an Eligible Whistleblower makes a disclosure in accordance with the requirements under the whistleblower protections of the *Corporations Act 2001 (Cth) (Corporations Act)*. Whistleblowing protection is afforded when:

1. An 'Eligible Whistleblower'
2. Makes a disclosure of information relating to a reportable matter
3. To an 'Eligible Recipient'.

### Definitions

**Whistleblower protections:** Australian law provides protections for whistleblowers. This means that whistleblowers are not subject to any civil, criminal or administrative liability for making the disclosure.

**Whistleblowing:** Occurs when an Eligible Whistleblower provides information about a Reportable Matter to an Eligible Recipient.

**Eligible whistleblower:** A person who is, or has been, any of the following:

- an officer or employee of TUC (including current and former employees who are permanent, part-time, fixed-term or temporary, interns, secondees, managers and directors);
- a person who supplies goods or services to TUC or an employee of a person who supplies goods or services to TUC (whether paid or unpaid). This could include current and former volunteers, contractors, consultants, service providers and business partners;
- a person who is an associate of TUC. For example, a director or company secretary of TUC or a related body corporate of TUC; or
- a relative dependent or dependent of the spouse of any of the people described above.

In this policy, eligible whistleblowers are referred to as 'whistleblower' hereafter.

**Reportable Matter:** A disclosure of information about improper conduct is a reportable matter if an Eligible Whistleblower has reasonable grounds to suspect that the information being disclosed is about:

- misconduct (including fraud, negligence, default, breach of trust and breach of duty);
- an improper state of affairs or circumstances;
- behaviour that represents a danger to the public or the financial system;
- a breach of the Corporations Act; or
- a breach of the Taxation Administration Act or improper conduct in relation to the tax affairs, in relation to TUC.

Personal work-related grievances aren't a Reportable Matter and aren't protected. A personal work-related grievance is one that relates to your current or former employment that has implications for you personally but doesn't have significant implications for TUC.

Vexatious and groundless claims are not protected.

**Eligible Recipient:** In order for whistleblowing protections to come into force, the disclosure of information must be made to:

- an officer, director or senior manager of TUC (e.g. a Board Member)
- a person authorised by TUC to receive whistleblower disclosures (e.g. Whistleblowing Protection Officer)
- an internal or external auditor of TUC
- a tax agent of TUC (in relation to tax affairs)
- the Australian Securities Investment Commission (ASIC)
- the Australian Prudential Regulation Authority (APRA)
- the Whistleblower's legal representation.

**Reasonable grounds:** means that an average person in the same position as the whistleblower would also suspect misconduct.

**Confidentiality:** a Whistleblower's identity, and information that could identify them, must be kept confidential, except in certain situations allowed under the law. Situations where disclosing the Whistleblower's identity are allowed include:

- if the whistleblower consents, and then, only under the conditions/limits that the whistleblower sets
- to ASIC, APRA or the Australian Federal Police (AFP)
- to a lawyer for advice about the disclosure.

**Detrimental treatment and victimisation:** It is unlawful to subject a Whistleblower or expected future Whistleblower, to detrimental treatment. This means, it is against the law to retaliate against Whistleblowers. Examples of detrimental treatment and victimisation include:

- firing a Whistleblower
- changing a Whistleblower's position or duties to their disadvantage
- discriminating against a Whistleblower
- damaging a Whistleblower's property or reputation
- threatening to cause a Whistleblower harm.

## Reporting

### Whistleblowing Protection Officer (WPO)

All TUC personnel will be made aware of this policy and their responsibility to report suspected or actual misconduct to an Eligible Recipient. A Whistleblowing Protection Officer (WPO) will be appointed by the Board, and where there is no one appointed, this role will be held by the CEO.

The WPO is responsible for ensuring that all staff, including volunteers, are adequately trained in understanding and identifying any activity that may be considered a reportable matter. Additionally, the WPO is responsible for ensuring that all staff understand the reporting procedure and are aware that they will be protected from adverse consequences if they come forward.

### Procedures

A Whistleblower should report cases of actual or suspected misconduct to either the WPO, a member of the Board or another Eligible Recipient.

If a report is made, the WPO and Board will meet to agree on the appointment of an appropriate delegate, who is not implicated in the report, to lead the investigation. The identity or details that may lead to the identification of the whistleblower will not be divulged to anyone other than the person who received the disclosure, except with the whistleblower's consent. This is to ensure that the process is fair and impartial and that the whistleblower is protected.

The responsibilities of the appointed investigator include taking all reasonable steps to ensure:

- The response is appropriate to the circumstances; and
- No retaliatory action is taken against the Whistleblower.

The WPO is required to keep the Board informed of their progress, while ensuring the whistleblower's identity remains confidential.

The Whistleblower will still qualify for protection for a disclosure even if their disclosure turns out to be incorrect, unless the disclosure was vexatious or groundless.

### **Anonymity**

A Whistleblower may choose to remain anonymous throughout the entire whistleblowing process, including when disclosing a Reportable Matter, over the course of the investigation and after the investigation is finalised. While Whistleblowers have the right to remain anonymous, if a Whistleblower chooses to share their identity, this may make it easier for TUC to address the disclosure and communicate with the Whistleblower. Where a Whistleblower chooses to remain anonymous, TUC will assess the disclosure in the same way as if the Whistleblower's identity was known. However, in this case there may be some practical limitations in conducting the investigation.

### **Investigation Process**

An investigation will begin as soon as practicable after the disclosure of a Reportable Matter has been made by a whistleblower.

If TUC determines that the information disclosed does not amount to a Reportable Matter, the Whistleblower will be, if practicable, informed of that decision. In some instances, reports may not be able to be responded to, for example, because they are anonymous reports.

If an investigation is conducted, it will:

- follow a fair process;
- be conducted in as timely a manner as the circumstances allow; and
- be independent of the person(s) about whom an allegation has been made.

Provided there are no restrictions or other reasonable bases for doing so, people against whom an allegation has been made will be informed of the allegation and will have an

opportunity to respond to any allegation. TUC will take steps to ensure fair treatment of any person who is the subject of the Reportable Matter report as well as the Whistleblower.

Investigations will be conducted promptly and fairly with due regard for the nature of the allegation and the rights of the people involved in the investigation. TUC recognises the importance of balancing the rights of the Whistleblower and the rights of people against whom a report is made in order to ensure fairness.

## **Whistleblower Protection**

All Whistleblowers are afforded the following protections:

### **Confidentiality**

Disclosures from Whistleblowers will be treated confidentially and sensitively. Once a report is received, the Eligible Recipient will make sure immediate steps are taken to protect the identity of the Whistleblower. This will include redacting the name and position of the Whistleblower from any written record of the report and making sure appropriate document security is implemented.

It's illegal for a person to identify Whistleblowers or disclose information that is likely to lead to their identification. The identity and position (or any other information which would likely lead to identification) of whistleblowers will only be shared if:

- the Whistleblower consents to the information being shared;
- the disclosure is to a recipient permitted by law such as the Commissioner of Taxation, ASIC, APRA or the AFP or
- disclosure is otherwise allowed or required by law (for example, disclosure to a lawyer to receive legal advice relating to the law on whistleblowing).

Information likely to identify a Whistleblower may be shared if it is reasonably necessary for the purposes of an investigation. In this circumstance all reasonable steps will be taken to reduce the risk that the Whistleblower will be identified.

### **Protection against detrimental treatment**

It is illegal for a person to engage in conduct that causes (or threatens) detrimental treatment to a Whistleblower, suspected Whistleblower or likely future Whistleblower.

Detrimental treatment could include dismissal, demotion, harassment, damage to your reputation, discrimination, disciplinary action, bias, threats or other unfavourable treatment connected with making a disclosure as a Whistleblower.

TUC will seek to ensure that Whistleblowers are not subjected to detrimental treatment as a result of making (or intending to make) a disclosure under this policy. To protect Whistleblowers from detrimental treatment, TUC will:

- make an assessment of the risk of detriment treatment against a Whistleblower as soon as possible after receiving a disclosure of a Reportable Matter;
- make sure TUC management are aware of their responsibilities to maintain the Whistleblower's confidentiality, address the risks of detrimental treatment and ensure fairness when managing the performance of, or taking other management action relating to, a Whistleblower; and
- take practical action, as necessary, to protect a Whistleblower from the risk of detrimental treatment and intervene if they become aware that such treatment has already occurred.

If a Whistleblower believes that they have been subject to detrimental treatment, they should inform an Eligible Recipient immediately.

## **Training**

TUC staff and representatives will be provided with annual training to acquire the appropriate necessary skills for Whistleblowing, knowledge of their roles and responsibilities in relation to reporting and the relevant protections under legislation and this policy.

## **Policy breach**

If TUC staff or representatives are found to have breached this Policy, they may be subject to disciplinary action. The type of severity of the disciplinary action will depend on the circumstances of the case and seriousness of the breach. It will be determined by the Board. Examples of disciplinary action available to the Board include a formal warning, demotion, suspension, termination of employment, notification to a relevant external authority.

## **Review**

This policy will be reviewed, and where appropriate, updated, on an annual basis.