



Mercy Ministry Companions

G4A – Whistleblowing Procedure

Purpose

In accordance with its Whistleblowing Policy, Mercy Ministry Companions responds to all whistleblowing reports in a prompt and impartial manner. This procedure provides a framework for all current and former Trustee Directors, staff, contractors and volunteers of Mercy Ministry Companions, Mercy Ministry Companions Ltd and McAuley Property Ltd to report concerns about misconduct, fraud or illegal activities without fear of intimidation, disadvantage or reprisal.

Scope

This procedure applies to all current and former Trustee Directors, staff, contractors and volunteers of Mercy Ministry Companions, Mercy Ministry Companions Ltd and McAuley Property Ltd.

Definition of Whistleblowing

Whistleblowing is the act of reporting concerns about wrongdoing or misconduct that affects the Mercy Ministry Companions, Mercy Ministry Companions Ltd and McAuley Property Ltd, employees, volunteers or stakeholders.

Types of Reportable Conduct

Reportable conduct includes, but is not limited to:

- Fraud or financial irregularities
- Illegal activities
- Breaches of policy or procedures
- Unsafe work conditions
- Harassment or discrimination

How to Report

1. Internal Reporting

- Concerns should be reported to the Executive Officer. Reports can be made verbally (03 9448 1880) or in writing (whistleblowing@mercyministrycompanions.org.au).

- If the Executive Officer is implicated in the concern, reports can be made to the Board Chair. Reports can be made verbally (03 9448 1880) or in writing (Margaret.Bounader@mercyministrycompanions.org.au).
- If the Board Chair is implicated in the concern, reports can be made to the Deputy Chair: (Carmel.Ross@mercyministrycompanions.org.au).
- The designated officer for investigation is normally the Executive Officer. If the Executive Officer is implicated in the concern, the Board Chair is the designated officer for investigation.

2. External Reporting

- Disclosures can be made directly to a relevant government agency.

3. Confidentiality

- Reports will be treated confidentially to the extent possible. The identity of the whistleblower will be protected unless disclosure is required by law.
- The email address provided above is only accessible by the Executive Officer.

4. Anonymity

- Whistleblowers may choose to remain anonymous. However, providing contact information may help facilitate further investigation.

Investigation Process

1. Acknowledgment

- The designated officer will acknowledge receipt of the report within 5 working days.

2. Investigation

- An initial assessment will be conducted to determine if an investigation is warranted. Investigations will be carried out promptly and thoroughly.

3. Outcome

- Whistleblowers will be informed of the outcome of the investigation, subject to privacy and confidentiality considerations.

Protection of Whistleblowers

- Whistleblowers are protected from retaliation, harassment or discrimination as a result of making a report in good faith.
- Any form of retaliation will be subject to disciplinary action.

Training and Awareness

The Executive Officer is responsible for providing training to staff and volunteers on the whistleblower procedure and the importance of reporting concerns.

Contact Information

For questions regarding this procedure, please contact:

Executive Officer

03 9448 1880

whistleblowing@mercyministrycompanions.org.au

Dates

This procedure takes effect from 11 November 2024 and will be reviewed no later than 31 December 2027.

Related Policies and Procedures

G4 – Whistleblowing Policy