

Whistleblower Policy Summary

Catholic Church Insurance (**CCI**) is committed to a culture of respect and ethical conduct in the way we work and relate to each other.

'Do the Right Thing, the Right Way' is one of our core cultural pillars and we support a speak-up culture, where people are able to raise matters of actual or potential wrongdoing without fear of reprisal.

We recognise the value of operating within the laws and standards that apply to us in our work and encourage everyone to report misconduct.

Who may make a disclosure?

Any person defined as a '**discloser**' in the below list may make a disclosure under this policy. Disclosers include past and current:

- ◆ officers and managers
- ◆ board members
- ◆ employees
- ◆ volunteers
- ◆ suppliers of services and goods and their employees
- ◆ work experience students
- ◆ commissioned agents and consultants
- ◆ a relative of an individual referred to above
- ◆ a dependent of an individual referred to above or of such an individual's spouse.

What should be disclosed?

When someone sees or has reasonable grounds to suspect misconduct or an improper state of affairs or circumstances concerning our organisation, we encourage that this be reported.

How are disclosures made?

Whistleblower reports should be submitted via our independent whistleblower service provider '**Your Call**'. Disclosures received by Your Call are reported to CCI in accordance with CCI's Whistleblower Policy.

Using Your Call to make a disclosure allows the Whistleblower to:

- a. remain anonymous; or
- b. be identified to Your Call only; or
- c. be identified to both Your Call and CCI

While we prefer whistleblowers to disclose their identity in order to facilitate an investigation, whistleblowers are not required to identify themselves and will not be named in any report to CCI unless they have consented to their identity being disclosed.

Your Call Reporting Options

Online	www.yourcall.com.au/report	24 hours, 7 days a week
Telephone	1300 790 228	9am – midnight AEST, Mon-Fri, excluding public holidays

CCI's unique identifier code is: **CCIW**

National Relay Service

Disclosers with a hearing or speech impairment can contact Your Call online or through the National Relay Service by visiting www.relayservice.gov.au and requesting Your Call's telephone number [1300 790 228](tel:1300790228).

Review and Investigation

All matters reported will be reviewed in a timely manner. An authorised CCI *Whistleblower Disclosure Officer* will carefully assess the information provided to decide the best action to take.

Confidentiality and Protections

CCI and Your Call treat disclosures in the strictest confidence. A discloser's identity will not be disclosed by CCI or Your Call unless:

- ◆ the discloser consents to disclosing their identity
- ◆ the disclosure is required by law
- ◆ it is necessary to prevent a serious threat to a person's health or safety

An unauthorised disclosure of any of the following will be regarded as a disciplinary matter and will be dealt with in accordance with CCI's procedures:

- ◆ the identity of a whistleblower
- ◆ information that is likely to lead to the identification of the whistleblower where the information was obtained because of the disclosure

Information contained in a disclosure may be disseminated without the discloser's consent if the information does not include the discloser's identity or it is reasonably necessary for investigating the issues raised in the disclosure.

Protection Against Victimation

CCI will do everything reasonably possible to support and protect anyone who:

- ◆ intends to or actually makes a disclosure
- ◆ supports someone who intends to or actually makes a disclosure
- ◆ is mentioned in the disclosure
- ◆ acts as a witness or assists with the investigation and resolution of the disclosure

Important note:

CCI cannot determine whether or not someone will be recognised as a 'whistleblower' under law.

If whistleblowers are unsure what protections may apply to them, it is important to seek independent legal advice about their personal circumstances to ensure that any anticipated protections apply.