

Misconduct (whistleblower) disclosure



Version: 1.0

Date Approved: 29/05/2023

Doc ID: HRE-FOR-006

Administrator: Commercial Counsel

Approval Authority: Board of Directors

CONFIDENTIAL

Are you an eligible person?*

The following people are considered an 'eligible person':

- Employees, and any person associated with employees
- Contractors, consultants, service providers, suppliers, business partners, volunteers
- Former employees

Yes

No

Do you want your report to remain anonymous?

Yes

No

If known, provide details of the individual(s) involved in the suspected misconduct.

Provide first and last name, and role at Autism SA.

To ensure this information is not sent to any person involved, please indicate which (if any) staff roles may be included in your concern.

- Board Chairperson
- Board member(s)
- Chief Executive Officer
- Executive Manager, Corporate Services
- Executive Manager Operations
- Executive Manager People, Culture and Safety
- Executive Manager Clinical Care and Community

Have you contacted anyone else in relation to the misconduct?

Yes

No

Provide details relating to the misconduct. Please provide as much detail as possible.*

What happened, when did it happen, where did it happen, what type of misconduct, how did you become aware of the concern, are you aware of any other witnesses to the concern?

The following are some types of misconduct that should be reported

- Fraud
- Illegal activities
- Corruption
- Dishonesty
- Unethical acts
- Creating an unsafe environment
- Acting outside of policy, procedure or code (e.g. a Code of Conduct)
- Discrimination
- Any conduct that is detrimental to Autism SA and could cause financial or non-financial loss

Do you have any supporting evidence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any supporting evidence that may be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide any other details or information that may assist us in our investigation.	
Please advise if you have any concerns of retaliation (ie discrimination or intimidation) that you or any other person may suffer (or have already suffered) because of this report.	
Eligible persons who make protected disclosures are entitled to protection	
Your details	
<p>You do not have to provide your details. You may respond with an alias and provide an email address or phone number that does not identify you. However, anonymous disclosures may affect the ability for the misconduct to be investigated fully and for you to receive appropriate protection and support.</p> <p>It is recommended that you provide enough information to allow for two-way communication so that we can ask follow-up questions or provide feedback.</p> <p>Any personal information that you supply is collected by Autism SA so that we may take appropriate actions and contact you in relation to your misconduct disclosure. We are committed to doing our utmost to protect your identify. The nature of your report or the law may compel us to disclose your identify We may also provide your information to third parties where required by law or so that such third parties may provide us with services in connection with our investigation. Please refer to our Whistleblower Policy for further details. By providing your information to us you consent to your information being disclosed or used for this purpose. We will take reasonable steps to ensure that such third parties deal with your information appropriately and only for the purposes relating to the investigation of the Misconduct Disclosure. Our Privacy Policy explains how you can contact us to access and correct your personal information or make a privacy complaint.</p>	
Name	
Phone	
Email	
Address	
Preferred method of contact	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post
What is your connection with Autism SA (ie employee, volunteer, supplier, supporter, service user)	
Email this form to	whistleblower@autismsa.org.au Only our eligible recipients have access to this email. Our eligible recipients are listed on our webpage. You may also email this form directly to one of our eligible recipients.