

Purpose

The purpose of this policy is to help people feel confident to speak up if they see something wrong happening at Autism SA (we, us, our). Speaking up helps us find and fix problems early.

Scope

This policy applies to everyone connected with us. This includes employees, contractors, students, volunteers, visitors, board members, clients, and their family members or guardians.

Policy statement

This policy is based on the following values:

- Everyone has the right to speak up if they think we are acting unsafely or not following our values. People can also speak up without giving their name if they choose.
- People should feel safe reporting problems. Every report will be taken seriously, looked into, and acted on where needed.
- We will protect anyone who makes a report, including keeping their identity private if they want.
- All reports will be looked into properly and recorded.

What can be reported

You can report behaviour that includes, but is not limited to:

- Fraud or stealing
- Breaking the law
- Corruption
- Lying or dishonesty
- Unethical behaviour
- Making a place unsafe
- Discrimination
- Ignoring our policies, procedures or Code of Conduct
- Any behaviour that could harm Autism SA's reputation or cause financial or other damage

Personal work problems (like conflicts with other staff) are usually not covered under this policy. These issues are handled through our normal complaints and disputes process.

Who can report

The following people are allowed to make a report under this policy (called 'eligible persons'):

- Employees or people closely connected to them
- Contractors, consultants, service providers, suppliers, business partners, and volunteers

- Former employees

Who can receive a report

To be protected under this policy, a report must be made to someone listed below (called an 'eligible recipient').

Internal options

You can report to us by

- Talking to one of our internal eligible recipients in person, by phone, or by email. Their contact details are on our website: www.autismsa.org.au/whistleblower
- Using our dedicated whistleblower email: whistleblower@autismsa.org.au
- Using our [online misconduct disclosure](#) form

External options

If you don't want to report to us directly, or you think we haven't handled your report properly, you can contact:

- Australian Securities and Investments Commission (ASIC)
 - [Online misconduct report form](#)
 - Visit ASIC's website for more on how they handle whistleblower reports: [How ASIC handles whistleblower reports](#)
- Australian Prudential Regulation Authority (APRA)
 - Email: whistleblower@apra.gov.au
 - Public interest disclosures: PID@apra.gov.au

Protecting your identity

We respect your right to stay anonymous. You can:

- Stay anonymous when reporting
- Stay anonymous during the investigation
- Stay anonymous after the investigation is finished

You never have to share your name unless you choose to. If you do give us your name, we will protect it and make sure you are not treated badly for speaking up.

If you stay anonymous, we will still do our best to investigate, but it might be harder without more information.

How we investigate

When we receive a report:

- An eligible recipient will review it to decide how to respond
- We might ask an independent expert to help investigate
- Our CEO, Executive Managers, or Board may be told if needed

If you've chosen to give your name, we'll keep you informed during the investigation. We'll protect your privacy and only share information if the law says we must.

We may update you on:

- When we receive your report
- When the investigation starts
- Progress during the investigation
- When the investigation is finished
- Any improvements made as a result

Some details may not be shared due to privacy laws.

No retaliation

We take retaliation seriously. You will be protected from any negative treatment for speaking up. This includes protection from:

- Being fired or dismissed
- Poor performance reviews given unfairly
- Bullying or harassment
- Warnings or punishments given unfairly
- Discrimination

If you feel unsafe, we can take steps to protect you, such as:

- Offering time off
- Moving you to a different area or role

Anyone who tries to harm, punish, or threaten someone for reporting will face serious consequences, which may include being fired.

Other people involved in the investigation, such as witnesses, are also protected from retaliation.