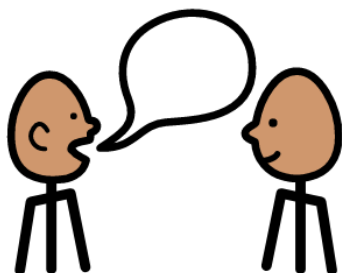


Whistleblower Policy – easy read

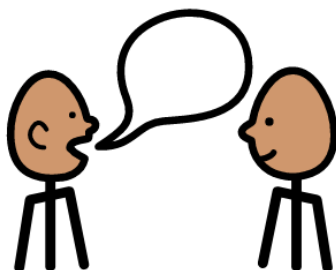
Whistleblowing is when you tell someone about serious wrongdoing or something that is not right.



We want everyone to feel safe and confident to speak up. When people speak up, we can respond to concerns and fix problems.

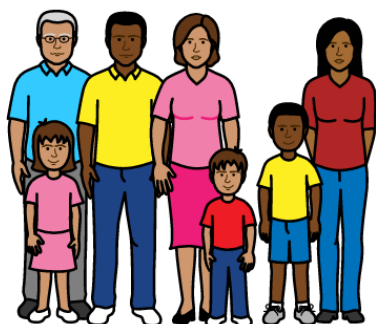


Anyone can speak up to Autism SA under this Policy. This includes:



- Employees
- Volunteers
- Students
- Contractors
- Clients
- Family members
- Visitors

Australian whistleblower laws protect only some people and only for some reports. In general, legal protection may apply if you are or were:

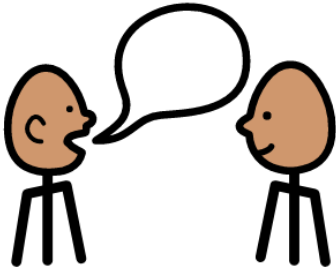


- An employee, officer or senior manager
- A contractor, supplier or employee of a contractor or supplier
- An associate of Autism SA

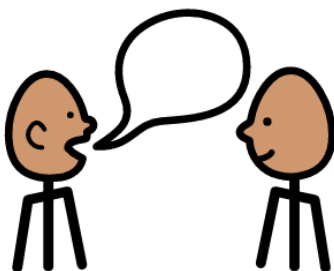
- A relative, dependant or spouse of one of these people
- A person making a report about tax matters connected with Autism SA, where the tax whistleblower law applies

You can speak up about serious things like:

- Stealing or fraud
- Breaking the law
- Unsafe behaviour
- Corruption or dishonesty
- Serious misuse of money or resources
- Serious breaches of our rules or Code of Conduct
- Covering up wrongdoing

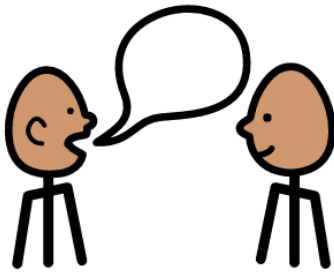


Under Australian law, extra whistleblower protection applies only to reports about misconduct or an improper state of affairs or circumstances in relation to Autism SA, or certain tax matters. A Personal work problems are usually handled through our grievance process unless they are also about serious wrongdoing, relate to a protected disclosure under law, or you are treated badly for speaking up.



You can tell an Autism SA person who is allowed to receive whistleblower reports. This includes our Whistleblower Protection Officer, who is the Executive Chair. It can also include an officer or senior manager of Autism SA, and other people allowed by law to receive protected reports. You can also:

- Use the form on our website:
www.autismsa.org.au/whistleblower
- Email: whistleblower@autismsa.org.au



You can also make some protected reports outside Autism SA. This may include:

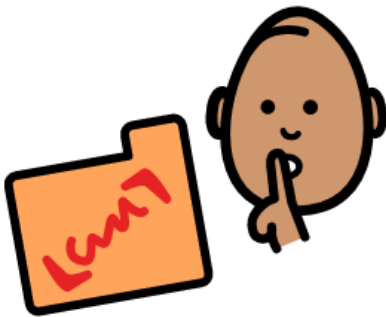
- ASIC - Australian Securities and Investments Commission
- APRA - Australian Prudential Regulation Authority, if APRA laws apply to the matter
- ATO - Australian Taxation Office for some tax matters
- A legal practitioner if you want legal advice about whistleblower protections.

In limited situations, the law also allows some public interest disclosures and emergency disclosures. These are special legal pathways with strict rules. You should get legal advice before making this kind of disclosure.

You can make a report without telling us your name. We accept anonymous reports. We can still look into an anonymous report where we have enough information. If you tell us your name, we will protect your identity as required by law. We will also protect information that is likely to identify you. We will only share your identity or that information if the law allows it or if it is needed to properly look into the concern in an way the law allows.

When you make a whistleblower report:

- We will record and review your report as soon as we can
- We will assess the report and decide the next step
- We will check if the matter should be handled under this Policy or another process
- We will check for conflicts of interest
- We may ask an independent person or expert to help
- If we investigate, we will gather information and speak to relevant people where appropriate
- We will take steps to protect you from harm or unfair treatment





- If we can contact you, we may ask questions to help us understand the concern

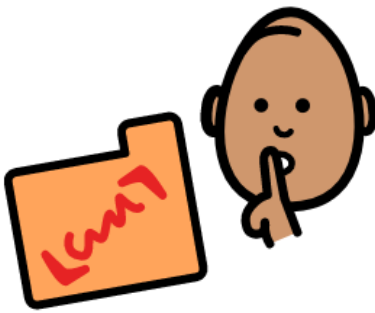
If we can contact you, we will keep you updated where appropriate and lawful. We may tell you:

- When we receive your report
- What is likely to happen next
- When an investigation starts
- If there are delays
- When the investigation is finished
- What we can lawfully tell you about the outcome

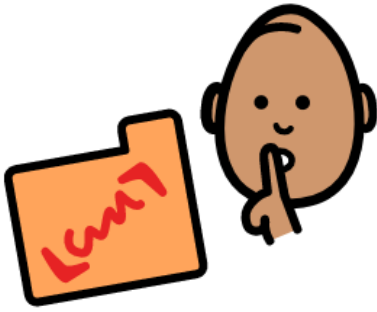
You must not be treated badly because you speak up, may speak up, or help with a whistleblower matter.

Retaliation is not allowed. This can include:

- Being sacked or losing your job
- Being bullied, harassed or threatened
- Being treated unfairly
- Being left out
- Being punished
- Being harmed or having your reputation damaged
- Having your work, hours, duties or opportunities changed to hurt you



If you feel unsafe or worried after speaking up, tell the Executive Chair, CEO or another eligible recipient. We will consider what support and protection you need. We may use practical steps to help protect you from harm or unfair treatment. For workers, this might include changes to work arrangements, changes to who you report to, leave, a safe place to work, planning for your safety, or access to support services.



We will also protect people who help with an investigation. People named in a report will be treated fairly. This means we will keep information confidential where we can, avoid conflicts of interest, and give them a chance to respond before findings are made. We will not assume wrongdoing just because a report is made.

This Policy is available to workers, clients, families and visitors. We will support awareness of this Policy through training, information and access to the easy-read version. Autism SA will review this Policy from time to time to make sure it stays up to date. The Board oversees this Policy, and the Executive Chair is responsible for its day-to-day operation