

Introduction

Inspiring Brighter Futures Foundation (IBFF) is committed to upholding the highest standards of integrity, transparency, and ethical behaviour in all aspects of its operations. As part of this commitment, IBFF encourages employees, volunteers, contractors, and stakeholders to report any concerns regarding illegal, unethical, or inappropriate conduct within the organization. This Whistle blower Policy outlines IBFF's procedures for reporting and handling such concerns, in compliance with current Australian and Queensland legislation.

Purpose

The purpose of this policy is to:

- Provide a mechanism for individuals to report concerns about illegal, unethical, or inappropriate conduct within IBFF.
- Ensure that whistle blowers are protected from retaliation for making a report in good faith.
- Outline the procedures for reporting, investigating, and addressing whistle blower reports.
- Comply with the requirements of the Corporations Act 2001 (Cth), the Australian Charities and Not-for-profits Commission Act 2012 (Cth), and the Public Interest Disclosure Act 2010 (Qld), as well as any other relevant legislation or regulations.

Scope

This policy applies to all employees, volunteers, contractors, suppliers, and stakeholders of IBFF.

Reporting Procedure

Any individual who becomes aware of or suspects illegal, unethical, or inappropriate conduct within IBFF is encouraged to report their concerns. Reports should be made in writing and submitted to one of the following designated whistle blowing channels:

- Chief Executive Officer (CEO)
- Chairperson of the Board of Directors
- Operations Manager

Reports should include as much detail as possible, including the nature of the concern, individuals involved (if known), and any supporting evidence.

Confidentiality

IBFF is committed to protecting the confidentiality of whistle blowers to the fullest extent possible, consistent with the need to conduct a thorough investigation. Whistle blowers who report concerns will have their identity kept confidential, unless disclosure is required by law or necessary for the investigation process.

Protection Against Retaliation

IBFF prohibits any form of retaliation or victimization against individuals who make a report in good faith. Any employee, volunteer, contractor, or stakeholder who engages in retaliatory behaviour against a whistle blower will be subject to disciplinary action, up to and including termination of employment or contract.

Investigation Process

Upon receipt of a whistle blower report, IBFF will promptly investigate the matter in accordance with its established procedures. Investigations will be conducted impartially, objectively, and with due regard for the rights of all parties involved. Whistle blowers will be kept informed of the progress and outcome of the investigation to the extent possible without compromising confidentiality or the integrity of the process.

Whistle blower Policy (Continued)

Remedial Action

If the investigation substantiates the concerns raised in the whistle blower report, IBFF will take appropriate remedial action to address the issue. This may include disciplinary action against individuals involved, changes to policies or procedures, or any other measures deemed necessary to prevent recurrence.

Non-Retaliation

IBFF prohibits retaliation against whistle blowers. Any employee, volunteer, contractor, or stakeholder found to have engaged in retaliation or victimization against a whistle blower will be subject to disciplinary action, up to and including termination of employment or contract.

Review and Revision

This Whistle blower Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant legislation and best practices. Any revisions will be communicated to all relevant parties and made available through IBFF's official channels.

Compliance

All employees, volunteers, contractors, and stakeholders are expected to comply with this Whistle blower Policy and cooperate fully with any investigations conducted pursuant to it. Failure to do so may result in disciplinary action.

Contact Information

For further information or assistance regarding the Whistle blower Policy, individuals may contact:

John Godwin
john@inspiringbrighterfutures.com
0411 470 205

Conclusion

IBFF is committed to fostering a culture of integrity, accountability, and transparency, and encourages all individuals associated with the organization to speak up if they become aware of any wrongdoing. This Whistle blower Policy is intended to provide a clear framework for reporting and addressing such concerns, in accordance with current Australian and Queensland legislation.