

State Trustees - Whistleblower Protection Policy

Easy English - 4 Jan 2021

What is a Whistleblower?

A whistleblower is a person that reports *misconduct* in a company or government agency.

What laws relate to Whistleblower Protection at State Trustees?

There are laws to protect whistleblowers when they report misconduct. These laws apply to State Trustees:

- The *Public Interest Disclosures Act 2019* (a Victorian law).
- *The Corporations Act 2001* (a Commonwealth, or federal, law).

What is misconduct?

Some examples of misconduct which are covered by whistleblower protection laws are:

- Corruption, such as taking bribes.
- Breaking the law.
- Stealing money or property from State Trustees or its clients.
- Fraud, such as lying to someone to get money.
- Someone using their position at State Trustees for their own advantage or the advantage of a friend or family member.

Misconduct must be serious to be covered by whistleblower protection laws. If you think someone is simply not doing their job properly, this will not be misconduct.

Who can report misconduct at State Trustees?

Any person can report misconduct at State Trustees.

Who can I report misconduct to?

You can report misconduct to:

- Any State Trustees manager.
- The Public Interest Disclosures Co-ordinator.
- The Client Feedback team, at **(03) 9667 6200** or **clientfeedback@statetrustees.com.au**
- The Independent Broad-Based Anti-Corruption Commission (IBAC), at **www.ibac.vic.gov.au**.

If you report misconduct to us, we might suggest that you report it to someone else, such as IBAC.

Will I be protected if I report misconduct?

If you report misconduct *in good faith* you will be protected and State Trustees will investigate your report. *In good faith* means that you are being honest and you are not reporting misconduct only because you think it will advantage you personally.

How will I be protected if I report misconduct?

If you report misconduct:

- State Trustees will protect your confidentiality. This means we will not tell people that you have made the disclosure unless you give us permission, or if we need to tell them so that your report can be investigated.

- You will not be disadvantaged for making the disclosure. If you are client, an employee, or a supplier, we will still treat you the same way as we did before.
- You will be protected from detrimental action or victimisation. Some examples of detrimental action and victimisation could be:
 - Bullying or harassing someone for making a disclosure.
 - Demoting, isolating or transferring an employee for making a disclosure
 - Discriminating against someone for making a disclosure. For example, by not allowing an employee who has made a disclosure to work flexibly when other people in the same role are allowed.
- However, if you are an employee, you can still be disciplined if you have done something wrong. For example, if you were involved in the misconduct yourself. You may also be subject to performance management if you are not meeting the requirements of your role.

State Trustees may appoint a welfare manager to manage your welfare if you report misconduct.

How will my report be investigated?

If you report misconduct in good faith to State Trustees, your report will be investigated by the most appropriate team. This might Internal Audit or People & Culture. If you report to IBAC, IBAC will decide whether to investigate or not. If they decide to investigate, they will write to State Trustees for information.

Where can I get more information?

You can call or write to Client Feedback at State Trustees:

Phone: **(03) 9667 6200**

Email: **clientfeedback@statetrustees.com.au**

Or you can call or write to IBAC:

Phone: **1300 735 135**

Fax: **(03) 8635 6444**

Post: **IBAC, GPO Box 24234, Melbourne, VIC, 3000**

Web: **www.ibac.vic.gov.au**



A phone solution for people who are deaf or have a hearing or speech impairment

TTY users phone **133 677** then ask for **03 9667 6444**

Speak and Listen users phone **1300 555 727**

then ask for **03 9667 6444**

Internet relay users connect via **www.relayservice.com.au**

and ask for **03 9667 6444**