

DOB ENTERPRISES PTY LTD

DOB Whistle Blowing Policy  
IMS-536-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB is committed to the health, safety and welfare of our workers and understands that, whilst every effort is made to ensure this, issues may arise in the workplace which our workers may identify as a risk to their own safety or the safety of others. Whistle Blowing is generally accepted as meaning the making known of illegal activities, unsafe working practices or corruption within a company. At DOB, we encourage an open exchange with our workers and understand that it can take a lot for someone to air their concerns regarding the health, safety & welfare of themselves and others in the workplace.

**Protecting the Whistle Blower, whether their doubts are proven or unproven:**

- A Whistle Blower will not be treated as someone causing trouble or being disloyal
- Workers raising issues with good intentions will not be at risk of losing their job or of retaliation
- DOB does not tolerate anyone who harasses a worker who has raised a genuine issue or concern
- If the Whistle Blower wishes to remain anonymous, DOB will take every step possible to ensure this
- If a Whistle Blower's identity needs to be made known for an investigation to proceed, or it is not possible to maintain anonymity, DOB will discuss how to handle this with them
- A whistle blower is not expected to provide evidence of their concerns if they do not have evidence

**Raising a false or malicious concern:**

- Reporting an incident which you know to be false, or which is done purely out of maliciousness, will be viewed as misconduct
- Instances of misconduct will be dealt with following DOB's disciplinary process

**The reporting & investigation process for people reporting concerns in the workplace:**

<b>Step 1</b>	<b>Speak to your manager</b>	Speak to your immediate manager at DOB or (if this is inappropriate); Speak to their immediate manager; or In the case of serious risks posed, contact <b>Susan Rupert - DOB</b> If outside of office hours, contact our afterhours Duty Manager phone & speak to the manager Inform your manager of any personal interest you may have in the matter (e.g. if a family member is involved)
<b>Step 2</b>	<b>Recording your concern</b>	The manager may take notes listing your concerns or the issues at hand, or You may be asked to put your concerns in writing Your manager will ensure that you have a copy of our Whistle Blowing Policy Your manager may look back over these notes & ask relevant questions to gain clarification
<b>Step 3</b>	<b>Deciding on any further action</b>	The senior management at DOB will make a decision regarding the best action to take, including the following possible outcomes: Conducting an internal investigation Speaking to other employees who may have knowledge of these events or working practices Asking the whistle blower what action they feel would be appropriate
<b>Step 4</b>	<b>Informing the Whistle Blower of action taken</b>	This can be done verbally, or; You can request that you are informed of further action in writing The manager may keep the whistle blower informed of any investigation taking place as long as it does not infringe on anyone's confidential rights
<b>Step 5</b>	<b>Informing other Stakeholders</b>	Other people who may need to be informed about the matter may include: The police Other members of the management team DOB clients



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