



THE WOMEN'S COLLEGE

Within the University of Sydney

WHISTLEBLOWER POLICY

1. Purpose

The Women's College aims to foster a culture in which honesty, integrity, ethical behaviour and good governance are valued and promoted. The College encourages reporting of any matters which are illegal, unethical or which constitute serious wrongdoing. Reports will be treated confidentially, and measures will be put in place to provide protection to those who report.

This policy provides a framework to assist in identifying reportable behaviours and gives guidance on how to raise a concern.

2. Scope

This policy applies to The Women's College ('the College'), its Council members, staff and students, alumnae and associates, suppliers, contractors, and relatives and dependents of any of these stakeholder groups.

3. Definitions

Reportable Conduct under this policy includes any activity (past, present, or likely to occur in the future) which is dishonest, corrupt or unethical, or which is illegal. Illegal activity comprises, but is not limited to, theft, fraud, bribery, money laundering or misappropriation of funds, criminal activity such as illicit drug sale or use, violence or threatened violence, and property damage. Breaches of the College's policies, breaches of the relevant corporations' laws, and activities which pose a significant or serious threat to the health and safety of the College community are also covered under this policy. Any practices which involve a serious mismanagement of the College's resources, which seek to cover up wrongdoing, or which present a serious risk to the reputation and financial wellbeing of the College are considered Reportable Conduct. Victimisation, abuses of authority and conflicts of interest are likewise reportable.

This policy is not intended to cover disclosures relating to employment, such as work-related grievances and behaviours covered under the College's Bullying, Harassment, and Discrimination Policy, Staff-Student Conduct and Relationships Policy, and the Code of Conduct. Such matters should be addressed via the College's Grievance Management Procedures.

4. Reporting

The Women's College is committed to promoting a culture of reporting incidents of serious wrongdoing. Reports by a member of any stakeholder group covered by this policy should be made to:

1. The Chair of Council (unless they are involved in the report)

2. A member of the Council Executive - Chair, Deputy Chair, Treasurer (unless they are involved in the report).

Reports may be made verbally or in writing (addressed to The Women’s College), and should include as much information as possible to detail the misconduct (e.g. dates, locations and any evidence that exists). All reports will remain confidential, and every effort made to protect the person/s making the report from intimidation, disadvantage or retaliation. Support will be offered for the ongoing wellbeing of a person who makes a report.

Vexatious reports will be treated appropriately and under the relevant policy or procedure.

5. Responding

Investigating Reportable Conduct

The Council member taking the report will consult with the Executive to determine whether the matter relates to reportable conduct, and whether it warrants investigation by an internal or external investigator. The steps for reporting and investigation will follow those outlined in the College’s Grievance Management Policy, Guidelines and Procedures.

The College will ensure reports are dealt with sensitively and expeditiously and that people who report under this Policy are advised of progress and outcomes. Documentation relating to incidents of serious misconduct will be kept in a confidential file in the College Archives and only accessed with the permission of the Principal. The College will respond to external requests for information (for example from NSW Police, the University or other institutions), having regard to privacy obligations.

This policy operates, where appropriate, in conjunction with the following policies and procedures of The Women’s College:

The Women’s College Grievance Management Policy, Guidelines and Procedures
 The Women’s College Student Code of Conduct and Staff Code of Conduct
 The Women’s College Bullying, Harassment and Discrimination Policy, Guidelines and Procedures

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