

1. Purpose

The purpose of the Public Interest Disclosure Policy is to provide assurance to members of the public, officers, students, employees and contractors of Box Hill Institute (BHI) as to how BHI will manage their welfare if they make a public interest disclosure.

2. Scope

This Policy applies to all BHI Board members, staff, students, employees and contractors of BHI. This Policy does not apply to workplace grievances or complaints.

3. Policy Statement

BHI does not tolerate improper conduct by the organisation, its Board members, staff, students, employees or contractors, nor the taking of reprisals against those who come forward to disclose such conduct.

BHI recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal improper conduct or the taking of detrimental action in reprisal against persons who come forward to report such improper conduct. All persons covered by the scope of this Policy are encouraged to raise matters of concern in relation to BHI, whether such conduct or action has taken place, is suspected will take place, or is still occurring.

BHI will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosures. BHI will take appropriate disciplinary and other action against anyone under the scope of this policy who engages in the taking of detrimental action. BHI will also afford natural justice to the person or body who is the subject of the disclosures.

BHI will ensure that the welfare management of persons connected with public interest disclosures matters is consistently and appropriately handled by BHI in accordance with its obligations under the Public Interest Disclosure Act 2012 (the Act), the Independent Broad-based Anti-corruption Commission's (IBAC) guidance and this Policy and related Procedure. This includes protecting the identity of the discloser and matters disclosed by a discloser. Maintaining confidentiality in relation to public interest disclosure matters is crucial, among other things, in ensuring reprisals are not made against a discloser.

BHI supports a workplace culture where the making of public interest disclosures is valued by the organisation and the right of any individual to make a public interest disclosure taken seriously. BHI will ensure all relevant information pertaining to valid public interest disclosures is accessible on its website and available internally and externally to officers, members, employees, contractors and any individual in the broader community.

All employees of BHI have an important role to play in supporting those who have made a legitimate disclosure in accordance with the Act. All persons must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

According to the IBAC, BHI is not permitted to receive disclosures made under the Act. Therefore, for any disclosure about BHI, its officers, members, employees or contractors, the disclosure should be made directly to IBAC. If BHI believes a disclosure may be a public interest disclosure made in accordance with the Act, the discloser will be requested to make that disclosure directly to IBAC. IBAC will deal with the disclosure, not BHI.

Adequate resources will be provided to implement BHI's public interest disclosure requirements including adequate training for all personnel involved in protecting persons from detrimental action.

4. Context and related documents

4.1. External

- 4.1.1. Public Interest Disclosure Act 2012
- 4.1.2. IBAC What is a public interest disclosure, information sheet 2020
- 4.1.3. IBAC Guidelines for public interest disclosure welfare management 2020

4.2. Internal

- 4.2.1. Public Interest Disclosure Procedure

5. Definitions


Term	Definition
Corruption	Dishonest activity in which a person associated with an organisation (e.g. board member, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of an in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.
Detrimental action	Action causing injury, loss or damage; or intimidation or harassment; or discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.
Improper conduct	<ul style="list-style-type: none"> - corruption - criminal offence - serious professional misconduct - dishonest performance of public functions - intentional or reckless breach of organisation and public trust - intentional or reckless misuse of information - substantial mismanagement of public resources - substantial risk to health or safety of a person - substantial risk to the environment - conduct of any person that adversely affects the honest performance by a public officer of their functions - conduct of any person that is intended to adversely affect the effective performance by a public officer of their functions for the benefit of the other person. <p>Less serious or trivial conduct is excluded from the definition of improper conduct.</p>
Public interest disclosure	Disclosure by a natural person of information that shows / tends to show or information that the person reasonably believes shows / tends to show improper conduct or detrimental action (previously a protected disclosure)

Public interest disclosure complaint	A public interest disclosure that has been determined by IBAC, the Victorian Inspectorate or IOC to be a Public Interest Complaint (previously a protected disclosure complaint).
Public body	A public body within the meaning of section 6 of the Independent Broad-based Anti-corruption Commission Act 2011; or IBAC; or the Victorian Inspectorate; or any other body or entity prescribed for the purposes of this definition.
Public officer	A public officer within the meaning of section 6 of the Independent Broad-based Anti-corruption Commission Act 2011; or an IBAC Officer; or a Victorian Inspectorate Officer; or a Public Interest Monitor; or any other person prescribed for the purposes of this definition.

6. Review

This policy must be reviewed no later than two years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

7. Originator

Name/Title	Date Endorsed	Signature
Matt Graver, CFO	04/12/2023	

8. Approval

Name/Title	Date Approved	Signature
Board	04/12/2023	

9. Document Control

Version	Date	Amended by	Changes made
1.0	July 2023	Senior Advisor Compliance and Assurance	Redrafted in line with new legislation and guidance materials