

What is whistleblowing?

Whistleblowing is a protected anonymous way for people to report a misconduct.

What is the purpose of this fact sheet?

To advise, encourage and enable you to report matters that may cause financial or non-financial loss to ParaQuad or damage its reputation.

Who does this fact sheet apply to?

Current or former Board Directors, employees, volunteers, members of the extended ParaQuad's community, contractors or suppliers plus their associates and their family members.

What is ParaQuad's commitment?

To establish an environment that, as far as is possible, encourages and enables the reporting (disclosing) of actual or suspected misconduct without fear of retribution.

Can I be a Whistleblower?

Yes, You can be a whistleblower and report a misconduct. We want to hear from you if you witness or know about any behaviour that is:

- Against the law or any legal code;
- Dishonest, unethical;
- Creating an unsafe environment;
- Breaching any of our organisational policies;
- Discrimination/bullying/harassment, including sexual harassment;
- Any conduct which is harmful to ParaQuad and could cause financial or non-financial loss.

Note: You CAN NOT report personal work-related grievances.

Can I remain anonymous?

Yes, you can choose to stay anonymous when making a report and during the investigation.

ParaQuad is using Whispli as an independent platform where you can lodge your report. Whispli deletes the IP address of your computer when you lodge your report. This means any information that identifies your computer is deleted and you can stay truly anonymous.

How can I report a misconduct?

You can report a misconduct:

1. Anonymously through ParaQuad Website to Whispli;
2. Internally to a Colleague, Direct Manager/ Supervisor, People & Culture Department, CEO or any other Member of the Executive Management Team, or ParaQuad Whistleblower Committee; and/or

3. Externally to:

- Australian Securities and Investments Commission (ASIC) <https://asic.gov.au/>
- Australian Prudential Regulation Authority (APRA) <https://www.apra.gov.au/>
- The Ombudsman <https://www.ombudsman.gov.au/>
- Australian Federal Police / State Police
- Other Prescribed Commonwealth Authority
- NDIS Quality and Safeguards Commission <https://www.ndiscommission.gov.au/>
- Parliamentarian (MP) or Journalist.

How will my report be investigated?

ParaQuad’s Whistleblower Committee will conduct an objective investigation and ensure proper resolution. You will be regularly updated of the investigation progress through Whispli.

Am I protected?

ParaQuad will take all reasonable steps to ensure you are not subjected to any form of victimisation, harassment, discrimination or retribution on account of a disclosure.

Any person who retaliates against you will be subject to disciplinary action, up to and including termination of employment or their Board Director position.

If you choose not to stay anonymous your identity will remain confidential to those persons directly involved in the investigation.

What are my rights if I am implicated by the disclosure?

The Whistleblower Committee will take all reasonable steps and appropriate action to protect you from detrimental conduct.

You also have the right to access support services such as ParaQuad’s EAP service (1800 818 728) or if necessary from organisations such as Beyond Blue (1300 22 4636) or Lifeline (13 11 14).

Privacy and confidentiality

In order to protect you as a whistleblower from harm, ParaQuad will ensure that the storage of the information associated with the disclosure is kept secure and complies with privacy laws.