



Whistleblower policy

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1. Scope

This policy applies to Collingwood Football Club and its related entities including Collingwood Football Club Foundation and Precinct Travel (**CFC, we, us**). The policy applies to:

- Board members, all staff, athletes, coaches, casual or temporary staff, job candidates, interns, contractors, consultants, and volunteers. Throughout this policy they will be referenced as a workplace participant; and
- Other persons as listed in section 6.

2. Purpose

CFC is committed to providing a safe, flexible, and respectful environment for our people where they are encouraged to 'speak up' when they see or reasonably suspect misconduct or improper, unethical or illegal conduct.

The purpose of this policy is to encourage and support the reporting of suspected or actual misconduct or improper, unethical or illegal conduct and to help us identify and deter such activity. The purpose of this policy is also to make sure that people who report these types of behaviours and activity can do so safely, knowing that they will be protected and supported.

This policy is underpinned by our club values:

1. **Do better.** I commit to take deliberate actions to address racism when I see it. At Collingwood we acknowledge the rights of the First Peoples of Australia and that racism has no place in society.
2. **Side by side.** I commit my best to a high performing team. At Collingwood we celebrate the wins and stick together through times of adversity.
3. **A nest for all.** I champion and respect, diversity, and inclusion to make others feel part of the Black and White. At Collingwood we look out for each other, and those in need, as part of our commitment to provide a safe and welcoming club for all.
4. **Fly higher.** I make the most of my opportunities to drive excellence for myself and the team. At Collingwood we strive for success.

Our values guide behaviours of Collingwood Football Club and apply to every aspect of our operations.

This policy does not prevent you from doing anything that is permitted or required by law and is not intended to change any protections that are available to you at law.

3. Rights and responsibilities when speaking up

A person who reports certain types of misconduct or unlawful activity is known as a whistleblower. For some disclosures, whistleblowers have legal rights under the tax laws and the Corporations Act. This policy does not override those rights.

CFC encourages you to speak up and disclose any suspected or actual misconduct or improper, unethical, or illegal conduct that you have seen or reasonably suspect. If you do so, CFC will protect you when you speak up.

You do not need to identify yourself and can speak up confidentially if you like, including by making your report to our external whistleblower provider, Your Call. If you do give your name, we will not share your identity with anyone else unless you agree, or the law allows or requires it (e.g. in dealings with a regulator).

4. How to speak up

You are encouraged to speak up by contacting CFC's external and independent whistleblower service, Your Call, using the details below:

Website: <https://www.yourcall.com.au/report>
 Log in using the unique identifier code **CFC**
 You can upload supporting documentation and/or material securely.

Telephone: 1300 790 228 Australia
 Between 9am and 12am on business days, AEST

You can also contact one of the Whistleblower Disclosure Officers listed below, or any of the other recipients in Appendix 1.

The Whistleblower Disclosure Officers are:

| Role | Name | Contact details |
|------|------|-----------------|
| | | |

| | | |
|-------------------------|------------------|--|
| GM – People and Culture | Galit Yaary | TBC |
| Integrity Officer | Lachlan McDonald | lachlan.mcdonald@collingwoodfc.com.au 0434 174 111 |

5. What disclosures are protected?

To be eligible for the legal protections outlined in this policy, you must:

1. Be an eligible whistleblower (see section 6);
2. Report your concerns to Your Call, a Whistleblower Disclosure Officer or to one of the other recipients listed in Appendix 1 (see section 4); and
3. Have reasonable grounds to suspect misconduct or an improper state of affairs in relation to CFC. In this policy we refer to this as ‘Potential Misconduct’ (see section 7).

If your report meets all 3 of the above these criteria, it is a Protected Report.

If your report doesn’t meet the above criteria, we still encourage you to raise your concerns with us. It is important that we know about anything affecting our club so that we can address any risks to our employees, players, members, club or reputation. However, only Protected Reports receive the protections outlined in this policy.

6. Who can make a disclosure?

You are an ‘eligible whistleblower’ if you are currently, or were previously:

- an employee of CFC, including all staff, athletes, coaches, casual or temporary staff, job candidates, interns, contractors, consultants, and volunteers;
- an individual who supplies goods or services to CFC or their employee;
- an officer of CFC (eg director or company secretary); or
- a relative, dependent or spouse of any of the above categories.

7. What can be reported as a Protected Report?

You are encouraged to speak up if you have reasonable grounds to suspect misconduct or improper, unethical or illegal conduct involving CFC, including any Collingwood team, players or employees. These matters are referred to as “Potential Misconduct” in this policy.

This includes breaches of the law, or breaches of our Code of Conduct or other Club policy that is indicative of systemic issues, dishonest or unethical behaviour or practices.

Examples of the types of matters that may be reported as Potential Misconduct as part of Protected Report include, but are not limited to:

- Race discrimination, vilification and hatred;
- Sexual harassment and assault;
- Fraud, dishonesty, theft, misappropriation of funds
- Bribery, money laundering, corruption, secret commissions
- Illegal activity (such as drug sale/use, violence, threatened violence, or criminal damage)

- Abuse of authority
- Breach of employment, labour, workplace safety or any other laws
- Serious inappropriate or unethical conduct that damages CFC's brand, reputation, or relationships with others
- Conflict of interest
- Not properly responding to a serious safety issue
- Disclosure of confidential information
- Inappropriate conduct (such as dishonest altering of company records or data)
- Any other kind of serious impropriety
- Taking or threatening to take detrimental action against a person who has made a disclosure or is suspected to have made, or planning to make a disclosure

Generally, reports that relate solely to personal work-related grievances are not Potential Misconduct. See Appendix 1 for more information.

What are reasonable grounds?

The protections offered under this policy apply where you have reasonable grounds to suspect Potential Misconduct. You are not required to prove your concerns but there must be more than just a suspicion that Potential Misconduct has occurred or is occurring. If you have reasonable grounds to suspect Potential Misconduct but this turns out to be incorrect, you are still given the legal protections outlined in this policy.

What happens if I make a false report?

If we find that you have intentionally made a false report (for example, if you know a report is untrue and you report it to harm, annoy, or cause distress to someone), we may take disciplinary action against you, which may include termination of your employment or engagement with us.

Can I make an anonymous report?

You can make your disclosure anonymously (and stay anonymous throughout and after any investigation) and still qualify for protection under the whistleblower laws.

You may wish to obtain independent legal advice before making a report. That communication with your legal adviser will also be protected under the whistleblower laws (irrespective of the outcome of that advice).

8. How you are protected

CFC are committed to protecting anyone that makes a Protected Report by:

- **Protecting your identity** –we will not share your identity (or information that is likely to lead to your identity) unless you give your consent, or it is allowed or required by law. Ways that we will help protect your identity include removing personal information or other details that may identify you; referring to you in gender neutral terms or via a pseudonym; storing Protected Reports securely where they can only be accessed by those who are responsible for managing or investigating the Protected Report and making sure people who are involved in managing or investigating Protected Reports are aware of their legal obligations to maintain confidentiality and protect your identity.
- **Ensuring fairness** – we are committed to ensuring you are treated fairly, and you are not discriminated against or disadvantaged for speaking up. If you make a Protected Report, we will take steps to protect you from detriment. Detriment includes conduct

such as termination of your employment, harassment, intimidation or other harm or injury to you. As part of this commitment, we will treat any form of detriment as serious misconduct; and

- **Providing support** – we will take reasonable steps to ensure that adequate and appropriate support is provided to you.

If you have any queries or concerns regarding the protections available to you, please contact the Whistleblower Protection Officers or email whistleblower@collingwoodfc.com.au. The Whistleblower Protection Officers are currently the GM – People and Culture and the Integrity Officer.

Any team member (including a person you have reported to) that discloses your identity without your agreement (unless permitted by law) or harms you or others because of your disclosure may face disciplinary action under CFC's Grievance and complaints policy and procedure, up to and including dismissal. Breaches of whistleblower confidentiality and causing harm to a whistleblower because they have made or are suspected to have made a Protected Report is also an offence under the *Corporations Act 2001* (Cth) and serious penalties apply for both individuals and CFC.

More information about how CFC supports and protects whistleblowers is in Appendix 1.

9. Employee assistance program

Collingwood Football Club workplace participants (including athletes and staff) are entitled to access free, professional counselling from our employee assistance program. To access the employee assistance program, contact Converge International on 1300 687 327 or convergeinternational.com.au

Employee assistance program counselling is confidential, and nothing discussed with a counsellor will be communicated back to the club. Employee assistance program counselling is available free to Collingwood Football Club workplace participants and their families regardless of whether the issue is related to a workplace problem, or some other issue being dealt with.

10. Investigations

How disclosures are investigated:

When we investigate a report, we focus on the substance of the disclosure and not the motives behind why it was made.

The Whistleblower Disclosure Officer will acknowledge receipt of the information you have disclosed and keep you informed of the progress of the investigation if possible and subject to confidentiality.

The Whistleblower Disclosure Officer will decide if the information you have disclosed warrants investigation or verification and may take further action. Investigations will be conducted fairly, independently (without bias) and in strict confidence.

When possible and appropriate, a person being investigated will have an opportunity to respond to the information in the report that involves them.

Generally, a Protected Report will be investigated within 45 working days from the date we receive it. However, there may be reasons why an investigation may take longer. If we think there might be a delay with the investigation, we will tell the person who made the Protected Report (where possible).

Once an investigation is complete, we will decide what action will be taken based on the findings. CFC is committed to protecting the wellbeing, and ensuring the fair treatment, of all its employees and players, including those who are mentioned in the disclosures made under this policy. If any employee requires additional support in relation to responding to an investigation or allegation, they may contact the Whistleblower Disclosure Officer or the GM, People and Culture or alternatively access the Employee Assistance Program.

11. Reporting

The GM, People and Culture will maintain a whistleblowing register and will provide de-identified details about the number and type of reports received, and trends and systemic issues identified to the CEO on a regular basis.

The GM, People and Culture will also ensure that reviews of de-identified whistleblowing reports are conducted by the Integrity Committee. The Integrity Committee will review the reports received, how they were addressed and the outcomes of each case for effectiveness, compliance, and improvement. Details will be provided to the Board quarterly.

The Board will monitor the whistleblower management system to ensure that the broader trends, themes and/or emerging risks highlighted by the disclosures made under this policy are addressed and mitigated as part of CFC's risk management and corporate governance.

12. Accessing this policy

The policy is available on CFC's intranet and website.

Training on this policy will be provided for all employees, including managers and Board Members, at onboarding, as well as periodic continuing professional development.

13. Other relevant policies and procedures

This policy is to be read in conjunction with other relevant CFC policies, including:

- CFC Discrimination and harassment policy
- Grievance and complaints policy and procedure
- Do Better: Our framework to respond to racism
- AFL Policies: <https://www.afl.com.au/policies>

14. More information

If you have a query about this policy or need more information, please contact CFC HR team or CFC General Manager People and Culture.

15. Review details

This policy was adopted by Collingwood Football Club on [21 September 2021](#)

This policy was last updated on

- 9 September 2021.
- 12 October 2021
- 4 November 2021

Appendix 1: Legal Protections

When do legal protections apply?

To qualify for legal protection, you must have reasonable grounds to suspect Potential Misconduct, and you must make your report directly to an “Eligible Recipient”. Anonymous reports can be protected but may be more difficult to investigate.

The protections may not apply to reports that are not about Potential Misconduct, such as reports made solely in relation to personal work-related grievances (i.e. grievances that relate solely to your current or former employment with implications for you personally, but do not have significant implications for CFC more broadly). These should be raised with your manager via our workplace grievance policy. However, sometimes reports about personal work-related grievances may still qualify for protection under this policy including if the grievance relates to misconduct in relation to CFC, is associated with illegal activity or another Protected Report, has significant implications for the organisation, or is part of a problematic pattern or systemic issue.

Who are Eligible Recipients?

Eligible Recipients are those the law says can receive disclosures so that you will have legal protection. We encourage you to make your report through one of the recipients in Section 4 of this policy, but you can also make a report to one of:

- Our directors, officers or senior executives
- Our internal or external auditors, members of an audit team conducting an audit, or actuaries;
- If it is a tax related matter, our officers or employees with tax duties, or our registered tax agents or BAS agents;
- An Australian-qualified lawyer, if you want advice about the whistleblower law and protections (in which case your report will be protected even if the matter turns out to not be Potential Misconduct); or
- ASIC or if it is about tax, the ATO.

In some cases, “public interest” or “emergency” reports made an MP or journalist are also protected by law. It is important that you understand that a Protected Report may only be to a journalist or an MP in limited circumstances. For this reason, you are encouraged to obtain legal advice if you are considering doing this.

What are the legal protections?

If you make a Protected Report, you are entitled to certain protections under the law.

Your identity is protected: It is illegal for us to share your identity or information about you unless you agree, or the law allows it.

Your identity may be shared with ASIC, the Australian Federal Police, or to seek legal advice about your disclosure and the whistleblower laws. By law we can also share information in your report as reasonably necessary to investigate, as long as we take reasonable steps to reduce the risk that you are identified.

Causing or threatening you detriment because you made or plan to make a report is illegal; if you made or plan to make a Protected Report and suffer harm as a result, you may be entitled to seek compensation or other remedies.

Other protections: You are protected from legal or disciplinary action being taken against you for making a Protected Report. This includes action for breach of your employment contract, or confidentiality obligations. Information you disclose cannot be used in a prosecution against you, but you will not have immunity from liability or disciplinary action for your own misconduct.

If you think one of the protections you have by law has been breached, you should raise this with an Eligible Recipient or with Your Call so it can be investigated. You can also contact a regulator such as ASIC or the ATO, or you may wish to contact a lawyer.

Remember: CFC's Whistleblower Protection Officer is here to help you. You can make contact directly by emailing whistleblower@collingwoodfc.com.au