Whistleblower Policy

PURPOSE

The Western Australian Institute of Sport (WAIS) is committed to ensuring all members of our community feel safe and supported as we act in the best interests of athlete and staff health, wellbeing and safety to ensure a Win Well culture. We strongly encourage the reporting of any instances of potential or actual misconduct relating to WAIS. This policy sets out how to report these concerns and how reports will be protected.

To avoid confusion, WAIS is not a reportable entity under Australian whistleblower protection laws and no actual legal protections are available for people making reports under this policy.

This policy is available on WAIS' public website and our intranet.

WHO CAN MAKE A REPORT?

1. Anyone can make a report under this policy who is, or has been:
    a) a Board member or employee
    b) an athlete
    c) a supplier or contractor to WAIS, whether paid or unpaid (and any employee of that supplier or contractor)

   and these people's relatives or dependents (including their spouse's dependents) – referred to in this policy as '**you**'.

WHAT CAN I REPORT UNDER THIS POLICY?

2. You can report anything you reasonably suspect concerns actual or potential misconduct or an improper state of affairs or circumstances, in relation to WAIS.
3. Reports will be managed in accordance with the relevant WAIS policy.

HOW WILL I BE PROTECTED?

Protecting your identity

4. WAIS will ensure your identity and information relating to your identity remains confidential, unless you give your consent or disclosure is allowed or required by law, for example, to lawyers, regulators or law enforcement agencies.
5. It is important to understand that if you choose to remain anonymous, this can impact or limit our ability to fully investigate your concerns.
6. If you feel your confidentiality may have been breached, you should report this to the People and Culture Manager immediately.

Protection from Detriment

7. WAIS does not tolerate any retaliation or threats of such conduct.
8. Retaliation occurs when a person causes or threatens to retaliate against you or someone else because the person believes or suspects that you or someone else made, may have made, proposes to make or could make a disclosure under this or any other relevant WAIS policy. Retaliation is prohibited if the person's belief or suspicion is the reason, or part of the reason, for the retaliatory conduct. It includes discrimination, harassment, intimidation, victimisation, dismissal, demotion,

causing physical or psychological harm or personal or financial disadvantage to a person and damaging a person's property.

9. If you believe that you, or someone else, has been subject to retaliatory conduct because of a report of misconduct or for participating in an investigation you should report the matter to the People & Culture Manager.
10. WAIS will protect you from retaliatory conduct in the following ways:
    a) disciplinary action may be taken against individuals who are found to engage in this conduct
    b) participants in an investigation may be warned in relation to their retaliatory conduct obligations
    c) your confidentiality as a whistleblower will be preserved so far as is possible
    d) WAIS may make other arrangements to protect you on a case-by-case basis, depending on the circumstances of the report made.

Additional support

11. WAIS may provide additional support to you. The People & Culture Manager will assess the need for additional support with you, unless you have reported anonymously, and take the necessary steps to provide that support.
12. The appropriate support will vary on a case-by-case basis, but may include:
    a) Monitoring and managing the people and environment in which the misconduct is allegedly occurring
    b) Temporarily changing working arrangements or pieces of work
    c) Providing counselling or other assistance services.
13. For WAIS staff, the Employee Assistance Program also provides free, confidential, short-term support services by qualified professionals to employees and their immediate family members. Contact details can be found in the Employee Manual.

BREACH OF THIS POLICY

14. We encourage employees to immediately report any breaches of this policy to the People and Culture Manager.
15. If any person with a responsibility under this policy breaches their obligation, this may have serious consequences and will be managed under the ***Managing Underperformance and Misconduct Policy***.

MONITORING AND REPORTING

16. WAIS may communicate any insights gained, trends or general statistics regarding reports made under this or any other WAIS policy or regarding the use of this policy within the organisation for the purposes of continual improvement and transparency. Any such reporting shall be general in nature to ensure compliance with the confidentiality obligations and objectives set out in this policy.

REVIEW

17. This policy will be reviewed every two years. If at any time the policy is no longer appropriate in its current form, it will be reviewed immediately.
18. Any necessary revisions will be made in consultation with stakeholders including staff, contractors, athletes and athletes' families.

LEGISLATION AND FRAMEWORKS

National Integrity Framework

RELATED DOCUMENTS

The following documents support the implementation of this policy:

Complaints and Feedback Policy
Employee Grievance Policy
WAIS NIF Complaints, Disputes and Discipline Policy
Workplace Behaviour Policy
Managing Underperformance and Misconduct Policy
Information Management Policy
Privacy Policy
Employee Grievance and Investigation Procedure
Complaint Escalation Protocols

DEFINITIONS

Athlete means a person who has, or had, an athlete agreement with WAIS.

Contractor means any person or organisation engaged to provide services for, or on behalf of, WAIS. This includes agents, advisors and subcontractors of WAIS and employees, officers, volunteers, and agents of the contractor or subcontractor.

National Integrity Framework means the framework developed by Sport Integrity Australia consisting of the following five policies:

- Safeguarding Children and Young People Policy;
- Competition Manipulation and Sport Gambling Policy;
- Improper Use of Drugs and Medicine Policy;
- Participant Protection Policy; and
- Complaints, Disputes and Discipline Policy

VERSION HISTORY

Version	Submitted By	Date	Approved By	Date	Details
1.0	Corporate Services Director	26/10/2026	WAIS Board	02/11/2026	New Policy.