Y Whittlesea

Speak Up Policy
(Formerly Whistleblower Policy)

1. Purpose

At the Y, we believe in fairness, honesty, and doing the right thing. This policy is here to:

- Encourage people to speak up if they see or hear something that doesn't seem right.
- Explain how to raise a concern safely.
- Describe what will happen when a concern is raised.
- Create a culture where everyone feels safe and supported to speak up.

The Y does not accept anyone being treated badly for speaking up. If someone tries to stop you from speaking up, or treats you unfairly because you have, they may face serious consequences, including losing their job.

2. Scope

This policy applies to everyone at Y Whittlesea, including: Employees, Volunteers, Contractors and subcontractors, Labour hire workers, Trainees and apprentices, Board members & Committee or advisory group members. It covers all our work – wherever and however it happens.

3. What You Need to Know

3.1 What does "Speaking Up" mean?

Speaking up means reporting something you believe is wrong or concerning. You can report it to the people listed in Section 4.3.

3.2 What can I speak up about?

You should speak up if you see, hear, or know about **Potential Misconduct**, including:

- Breaking the law
- Breaching the Code of Conduct or other policies
- Bribery or corruption
- Unsafe or harmful behaviour
- Environmental damage
- Dishonest or unethical behaviour
- Conflicts of interest
- Financial fraud or misuse of money
- Leaking confidential information
- Anything that could harm the Y's reputation or finances
- Trying to hide any of the above

Even if you're not 100% sure, it's okay to speak up. We'll look into it.

Note: Personal work issues (e.g., a pay dispute or disagreement with a colleague) are usually not covered by this policy and should be raised with your manager or HR.

3.3 Who can I report to?

You can speak up by:

- **Y-MAC Internal Reporting Tool**
  - Reports made here go directly to the Email: **SpeakUp@ywhittlesea.org.au** and are reviewed by the Risk & Safeguarding Lead and CEO.
- **Board President**
  - Independent Board Director
  - Especially if your concern involves the Executive Team
  - Email: **president@ywhittlesea.org.au**

If you're unsure, you can contact one of the above people for a confidential chat before making a formal report.

3.4 What should I include in my report?

Please share as much detail as you can, such as:

- What happened
- When and where
- Who was involved
- Any evidence or witnesses

You don't need proof, just reasonable grounds to believe your concern is true. You won't be in trouble if you're wrong – unless you made the report on purpose to mislead, harm, or harass someone.

3.5 Can I stay anonymous?

Yes. You can report without sharing your name.

But if you give us your name, we can better support you and properly investigate. We'll keep your identity private unless:

- You give permission to share it, or
- We are legally required to share it (e.g. with a regulator).

3.6 What happens after I speak up?

Every report is taken seriously and assessed carefully. It may lead to:

- A formal or informal investigation
- Feedback or support
- Changes to our practices
- Disciplinary action if wrongdoing is found

Investigations will be fair, independent, and respectful of everyone involved.

3.7 What protections do I have?

3.7.1 Your identity will be protected

We will not share your name without your consent, unless legally required.

3.7.2 You're protected from harm

It's illegal for anyone to threaten, harm or punish you for speaking up. This includes:

- Bullying or harassment
- Losing shifts or being demoted
- Being excluded or isolated
- Damage to your reputation

Tell a Recipient immediately if this happens. It will be treated as serious misconduct.

3.7.3 Extra support

Depending on your situation, support may include:

- Counselling or wellbeing support
- Moving teams
- Time off or flexible work
- A dedicated **Speak Up Protection Officer** (contract role as required)
- Help to fix any harm you've experienced

Note: We'll always try to support you, but we can offer more help if we know who you are.

4. Related Documents

- Grievance Policy
- Discipline and Termination Policy
- Safeguarding Children and Young People Policy
- Responding to Abuse Reports and Allegations
- Privacy Policy
- Occupational Health and Safety Polic

5. **Legislative and Industry Requirements:** Link to Legislative Compliance Register

6. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the YMCA Whittlesea Disciplinary and Termination Policy.

7. **Policy owner:** The Executive Manager – People & Culture is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

8. **Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version	Description of Amendment	Approver:	Amended by:	New Issue Date:
V4	Change from Whistleblower terminology to Speak Up. Policy reviewed and reformatted and reduced pages into plain English	Board	Michele Rowse & Sandra Marson	30/3/26
V3	Updated section 4 to include Y-MAC.	Board	Sandra Marson	28/08/17
V2	Updated types of disclosure, reporting process and added in definitions of roles.	Board	Sandra Marson	16/07/17
V1	Policy creation	Board	Taryn Nelson	19/11/13