



**FAMILY  
HEALTHY LIVING  
DEVELOPING YOUNG PEOPLE  
SOCIAL RESPONSIBILITY**

## **YMCA Central - Whistle Blower Policy**

### **Policy Summary**

The purpose of the Whistle-Blower policy is to help detect actual or suspected serious wrongdoing within Y Central to protect anyone who reports such incidents and to address issues raised appropriately.

A whistle-blower is any employee, volunteer or contractor that detects wrongdoing, or has reasonable grounds for suspecting wrongdoing, and reports it to their immediate manager or to the Whistle-Blower Confidential Contact if they believe reporting their concerns to their immediate manager would be inappropriate.

### **Whistle-Blower Confidential Contact**

- If the employee, volunteer or contractor believes reporting their concerns to their immediate manager or to anyone else within the Y Central is inappropriate (given the circumstances of the wrongdoing), the report may be made directly to the external confidential contact. This person is the Whistle-Blower Confidential Contact.
- The Whistle-Blower Confidential Contact is a volunteer, available to act as an independent line of inquiry for confidential reporting of actual, suspected or anticipated misconduct.
- The role of a Whistle-blower Confidential Contact is to safeguard the interests of the whistle-blower. They have direct, unfettered access, and a direct line of reporting to the CEO, senior executive and to the Board, as may be required.
- The Whistle-Blower Confidential Contact is responsible for receiving and appointing an investigator to inquire into the substance of reports. On the basis of sufficient evidence in support of matters raised in a report, the Whistle-Blower Confidential Contact determines whether to refer reports for further action, or refute these where necessary.
- The Whistle-Blower Confidential Contact is to ensure that the whistle-blower is kept informed of the outcomes of the inquiry or investigation, subject to the considerations of privacy of those against whom the allegations are made.
- Y Central aims to ensure all employees are continuously aware of whom the Whistle-Blower Confidential Contact is, and the alternative ways in which employees can contact him/her.
- After discussing concerns, the contact will evaluate the whistle-blowers report and offer advice. If action is to be taken, they will initiate an investigation with Human Resources. The whistle-blower should keep anything discussed with contact confidential at all times.
- The Y Central Whistle-Blower Confidential Contact details are:

Name: Barry Hislop

E: [barry.hislop@gmail.com](mailto:barry.hislop@gmail.com)

Mobile: 0274654016

When a person makes a report they are assured their identity will remain confidential to the extent permitted that is practical in the circumstances and they are protected from reprisal or victimisation for

### **Y-CENTRAL**

PO Box 30247, Lower Hutt, 5010

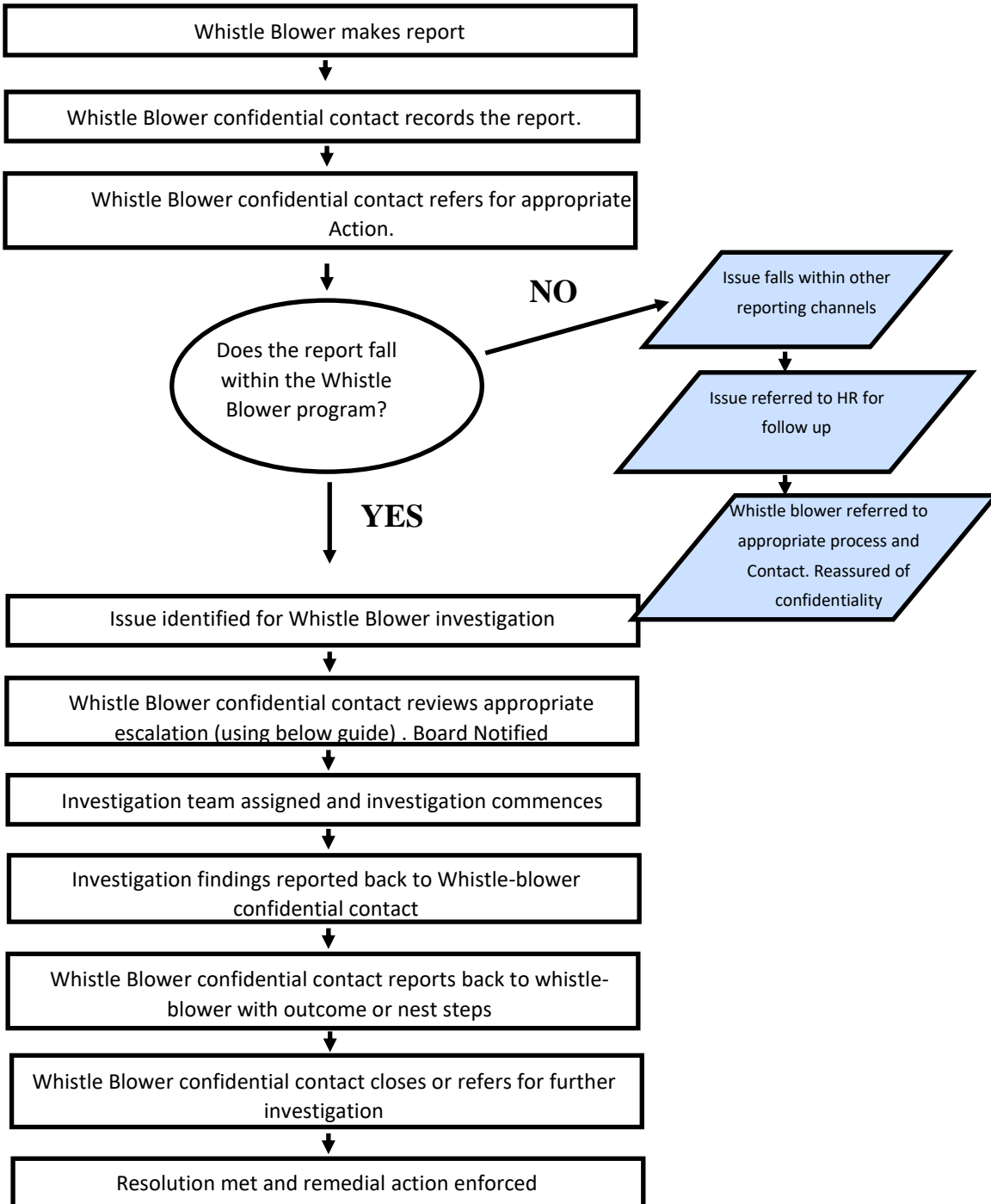
☎ 0800 YMCA 4U | ✉ [contact@ycentral.nz](mailto:contact@ycentral.nz) | 🌐 [ycentral.nz](http://ycentral.nz)

making the report. Incidents of wrongdoing are those which are considered to be potentially illegal, unethical, or immoral. They include (but are not limited to) any conduct that is:


- Dishonest, fraudulent or corrupt;
- Illegal, such as theft, assault, drug sale or use, criminal damage, or other breaches of the law
- Unethical, such as dishonestly altering company records or engaging in questionable accounting practices
- Potentially damaging to Y Central or a staff member or volunteer
- Causing financial loss to Y Central or damage its reputation
- Involving other kinds of serious impropriety

Personal grievances are not covered by this policy and staff members and volunteers should refer to the Y Central Grievance policy. Upon receipt of a report of serious wrongdoing an independent Whistle-Blower Investigation Officer will be appointed and a detail investigation conducted in a confidential manner. The findings of the investigation will be reported back to the Whistle-Blower Confidential Contact, a resolution sought and remedial action enforced. Where appropriate the whistle-blower will be advised of the outcome of the investigation.

**Flowchart for the Whistle-Blower Report:**



**Guide to Escalation of a Whistle-Blower Report for Investigation:**

Organisation Risk Level	Low  High		
	<b>Operational Level:</b> <ul style="list-style-type: none"> <li>Operational based issue</li> <li>Immediate supervisor complaint</li> <li>Frontline impact</li> </ul>	<b>Site level:</b> <ul style="list-style-type: none"> <li>Site based issue</li> <li>Senior supervisor complaint</li> <li>Localised impact</li> </ul>	<b>Organisational Level:</b> <ul style="list-style-type: none"> <li>GM or CEO complaint</li> <li>Major breach of YMCA Central policies and/or values</li> <li>YMCA Central impact</li> </ul>
<b>Operations</b>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Manager</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Board member</li> </ul>
<b>Managers</b>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Executive Manager (non-supervisor)</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Executive manager (non-supervisor)</li> <li>Board member</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Executive manager (non-supervisor)</li> <li>Board member</li> </ul>
<b>CEO &amp; Executive</b>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Board member</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>HR</li> <li>Board member</li> </ul>	Investigation team: <ul style="list-style-type: none"> <li>Board member</li> <li>YMCA National Representative</li> <li>External Agency-Support</li> </ul>

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