



WHISTLEBLOWER POLICY

PURPOSE

This Whistleblower policy is a sub-policy of the Reporting policy. Its purpose is to:

- encourage disclosures of wrongdoing;
- help deter wrongdoing;
- ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
- ensure disclosures are dealt with appropriately and on a timely basis;
- provide transparency around City on a Hill's framework for receiving, handling and investigating disclosures; and
- meet City on a Hill's legal and regulatory obligations.

SCOPE

City on a Hill Movement Ltd and all churches and ministries affiliated with or controlled by City on a Hill Movement Ltd.

DEFINITIONS

Discloser(s)

Persons eligible to make a disclosure protected by Whistleblower Laws.

Disclosure

A matter described in Section 4A which are protected by Whistleblower Laws and the terms of this policy..

Whistleblower Laws

The protections contained in Part 9.4AAA of the Corporations Act2001.

Whistleblowing Officer

The Compliance Director, Andrew Godfrey who can be contacted on 0422 952 705 or 03 9640 0990 or compliance@cityonahill.com.au.

City on a Hill

City on a Hill Movement Ltd and all churches and ministries affiliated with or controlled by City on a Hill Movement Ltd.

Vulnerable persons

- Any person under the age of 18 years of age.
- Any person 18 years of age or over who, for whatever reason, is unable to robustly defend themselves from abusive behaviour.

WHO THE POLICY APPLIES TO

Each of the following persons may make a disclosure:

- employees and officers (including relatives and dependents) of City on a Hill; and
- suppliers of goods or services to City on a Hill; and
- employees of suppliers of goods or services to City on a Hill.

There is no requirement for a Discloser to identify themselves to be protected by Whistleblower Laws. That is, disclosures may be made anonymously.

MATTERS THE POLICY APPLIES TO

a. Disclosable matters

The types of disclosures which are protected are those where the Discloser has reasonable grounds to suspect that employees or officers of City on a Hill have or are engaged in conduct that:

- constitutes an offence against a law of the State or Commonwealth; and/or
- represents a danger to the public (including harm to vulnerable persons); and/or
- is a serious impropriety or an improper state of affairs or circumstances; and/or
- represents a danger to the financial viability and probity of City on a Hill.

b. Personal work-related grievances

The disclosure of information related to a personal work-related grievance is not generally protected by Whistleblower Laws. Examples of personal work-related grievances include interpersonal conflicts between the Discloser and other employees, decisions regarding engaging, transferring or promoting a Discloser and decisions to discipline a Discloser or suspend or terminate the engagement of a Discloser.

WHO CAN RECEIVE A DISCLOSURE

To be protected by Whistleblower Laws, the disclosure must be made to one or more of the following:

- a legal practitioner for the purposes of obtaining legal advice or representation in relation to Whistleblower Laws;
- the auditor appointed by the members of City on a Hill Movement Ltd;
- the Whistleblowing Officer (see definitions for contact details);
- a board member of City on a Hill Movement Ltd;
- Australia Securities and Investments Commission or other Commonwealth bodies prescribed by regulation and qualifying for protection under the Corporations Act.

It is expected that the Whistleblowing Officer will be the first contact point for Disclosers.

Public interest disclosures

Disclosure to a member of State or Federal Parliament or journalist will be protected by Whistleblower Laws if all of the following requirements are satisfied:

- the Discloser has previously made a disclosure of the information pursuant to this policy;
- at least 90 days have passed since the previous disclosure was made;
- the Discloser does not have reasonable grounds to believe that action is being or has been taken to address the previous disclosure;
- the Discloser has reasonable grounds to believe that making a further disclosure of the information to a member of Parliament or journalist would be in the public interest;
- the Discloser has given City on a Hill written notification that identifies the previous disclosure and states that the Discloser intends to make a public interest disclosure; and,
- the extent of information disclosed is no greater than is necessary to inform the journalist or member of Parliament of the relevant misconduct or improper state of affairs.

Emergency disclosures

An Emergency Disclosure to a journalist or member of State or Federal Parliament will be protected by Whistleblower Laws if all of the following requirements are satisfied:

- the Discloser has previously made a disclosure of the information pursuant to this policy;
- the Discloser has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment;
- the Discloser has given City on a Hill written notification that identifies the previous disclosure and states that the Discloser intends to make an emergency disclosure; and,
- the extent of information disclosed is no greater than is necessary to inform the journalist or member of Parliament of the substantial and imminent danger.

A Discloser should contact an independent legal adviser before making a public interest disclosure or an emergency disclosure.

HOW TO MAKE A DISCLOSURE

Disclosures are to be made following the procedure outlined in the Reporting Policy. The Whistleblower Officer will receive all disclosures made via this process.

a. Anonymous disclosures

A Discloser can choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised. A Discloser can refuse to answer questions that they feel could reveal their identity at any time, including during follow-up conversations. Disclosers who wish to remain anonymous should maintain ongoing two-way communication with City on a Hill in a way that maintains their anonymity and enables City on a Hill to ask follow-up questions or provide feedback.

LEGAL PROTECTIONS FOR DISCLOSERS

a. Identity protection (confidentiality)

The identity of a Discloser cannot be disclosed nor can disclosing information that is likely to lead to the identification of the Discloser. Persons may only disclose the identity of a Discloser with the Discloser's consent to the Australian Federal Police or to a legal practitioner for the purposes of obtaining legal advice about the Whistleblower Laws. Persons may disclose the existence of a Protected Matter (without disclosing the identity of the Discloser) to the extent necessary for the matter to be investigated, provided all reasonable steps are taken to reduce the risk that the Discloser's identity can be discovered.

b. Protection from detrimental acts or omissions

A person cannot engage in conduct that causes detriment to a Discloser (or another person), in relation to a Disclosure, if:

- the person believes or suspects that the Discloser (or another person) made, may have made, proposes to make or could make a disclosure that qualifies for protection; and
- the belief or suspicion is the reason, or part of the reason, for the conduct.

In addition, a person cannot make a threat to cause detriment to a Discloser (or another person) in relation to a Disclosure. A threat may be express or implied, or conditional or unconditional. A Discloser (or another person) who has been threatened in relation to a Disclosure does not have to actually fear that the threat will be carried out.

Detrimental conduct includes but is not limited to:

- dismissal of an employee;
- injury of an employee in his or her employment;
- alteration of an employee's position or duties to his or her disadvantage;
- discrimination between an employee and other employees of the same employer;
- harassment or intimidation of a person;
- harm or injury to a person, including psychological harm;
- damage to a person's property;
- damage to a person's reputation;
- damage to a person's business or financial position; or
- any other damage to a person.

Administrative action that is reasonable for the purpose of protecting a Discloser from detriment and managing a discloser's unsatisfactory work performance is not detrimental conduct.

c. Compensation and other remedies

A Discloser (or any other employee or person) can seek compensation and other remedies through the courts if:

- they suffer loss, damage or injury because of a disclosure; and
- City on a Hill failed to take reasonable precautions and exercise due diligence to prevent the detrimental conduct.

d. Civil, criminal and administrative liability protection

A Discloser is protected from any of the following in relation to their disclosure:

- civil liability
- criminal liability and
- administrative liability

These protections do not grant immunity for any misconduct a Discloser has engaged in that is revealed in their disclosure.

SUPPORT AND PRACTICAL PROTECTION FOR DISCLOSERS

a. Identity protection (confidentiality)

The way in which the identity of Disclosers will be protected is outlined in the Reporting Policy.

b. Protection from detrimental acts or omissions

The way in which Disclosers will be protected from detrimental acts or omissions is outlined in the Reporting Policy.

HANDLING AND INVESTIGATING A DISCLOSURE

The procedure for investigating Disclosures that qualify for protection are outlined in the Reporting Policy.

FAIR TREATMENT OF INDIVIDUALS MENTIONED IN A DISCLOSURE

City on a Hill will ensure the fair treatment of its officers and employees who are mentioned in a Disclosure that qualifies for protection, including those who are the subject of a Disclosure.

ACCESSIBILITY OF THIS POLICY

This policy will be made available to City on a Hill's officers and employees on the staff portal and to the public on City on a Hill's external website.