

**See something.
Say something.**

whistleblowingservice.com.au/cocqld/
Unique code: COCQ2021
Client Reference Number: p0hfe2021



Whistleblowing Information Sheet

Background

Churches of Christ has always been committed to having sound and ethical corporate governance practices. As a result, we have recently updated our [Whistleblower Protection & Disclosure Policy](#) to ensure that we meet our legislative requirements and provide protection to anybody who may wish to make a disclosure.

In addition to updating our Whistleblower Protection and Disclosure Policy, CofC has also engaged an external service provider, namely Whistle Blowing Service (WBS) to manage our whistleblowing reporting services. If you elect to remain anonymous the service provider will take a number of measures to protect your anonymity and will only disclose sensitised information to CofC.

What does it mean?

With the launch of the new Whistleblower Protection & Disclosure Policy, the following resources are made available to you:

1. Within My Learning Portal, two information videos are available to staff and managers. The information videos provide technical information regarding the disclosure process and the role of employee and their managers. You can access these videos at any time by searching "Whistleblower" in My Catalogues > Course Catalogue should you want to learn more about the process.
2. Later in 2021/22, Internal Audit and Learning and Development will work on more general training for staff. You are encouraged to email whistleblowing@cofcqld.com.au with any recommendations regarding what you would like to see in the future training material.
3. The previous methods of making disclosures are still available, but now disclosure can also be made through a dedicated webpage, managed by WBS. The website address is:

<https://www.whistleblowingservice.com.au/cocqld/>

Please note when making a disclosure, you will have to provide:

Unique code – COCQ2021

Client Reference Number p0hfe2021

4. When you lodge a report, you will be provided with your own reference number. Please keep a record of the reference number as it will allow you to access the report to upload more information for your disclosure or monitor the progress of your disclosure.
5. Please be mindful that whistleblowing is not about airing a grievance in the 1st instance. It is about reporting a real or perceived wrongdoing. Therefore, it is strongly recommended that you read all the relevant policies to understand how your concern(s) relates to the Whistleblower policy.

Questions?

Would you please direct any questions and suggestions to Etienne Geringer, Manager Internal Audit.

etienne.geringer@cofcqld.com.au

WHISTLEBLOWER PROTECTION & DISCLOSURE POLICY

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1. PURPOSE

- 1.1 The purpose of this Whistleblower Policy (Policy) is to encourage genuine reporting of any misconduct or wrongdoing in the Organisation and to protect individuals who make such disclosures.
- 1.2 This Policy outlines how individuals can safely express their concerns regarding Reportable Conduct (as defined in this Policy) and how the Organisation will support individuals so that they know who to contact, how to make a report and the protections available to them as a Whistleblower.

2. SCOPE

- 2.1 The Organisation means Churches of Christ Group of Entities including Churches of Christ, Churches of Christ Care, Churches of Christ Housing Services Limited and all Churches of Christ subsidiary entities including its affiliated churches.
- 2.2 This Policy applies to all employees, officers, volunteers, directors, vendors, suppliers, contractors or relatives, spouses or dependents of any of the aforementioned persons.

- 2.3 This Policy does not replace any statutory mandatory reporting requirements to report an act of misconduct or wrongdoing.
- 2.4 This Policy does not cover personal work-related grievances as defined under section 3.4 of this Policy.

<input checked="" type="checkbox"/> All			
<input type="checkbox"/> Children Youth and Families	<input type="checkbox"/> Seniors Living	<input type="checkbox"/> Housing Services	<input type="checkbox"/> Integrated Communities
<input type="checkbox"/> Centenary Development Foundation	<input type="checkbox"/> Church and Community Engagement	<input type="checkbox"/> WHS	<input type="checkbox"/> Corporate Services

3. POLICY STATEMENT

3.1 What is whistleblowing?

- The reporting or disclosure by a Whistleblower of alleged misconduct or wrongdoing (Reportable Conduct) occurring within the Organisation.

3.2 Who is a Whistleblower?

- A Whistleblower is someone who discloses Reportable Conduct and can be a current or former:
 - o employee or volunteer;
 - o officer including director or company secretary;
 - o contractor, supplier, consultant or service provider;
 - o spouses, relatives or dependents of any of the above

3.3 What can be reported? (Reportable Conduct):

- Conduct which can be reported under this Policy include:
 - o Misconduct (as defined in this Policy) or an improper state of affairs including in relation to tax affairs of the Organisation;
 - o Conduct that constitutes a contravention of the Corporations Act 2001, the Australian Securities and Investments Commission Act 2001 or any other Commonwealth laws that are punishable by imprisonment for a period of 12 months or more;
 - o Financial malpractice or fraud, such as engaging in questionable accounting practices, dishonestly altering organisational records, money laundering, misappropriation of funds, corruption, offering or accepting a bribe, or any other serious wrongdoing;
 - o Illegal activity, such as theft, illicit drug use, modern slavery, violence and damage to property;
 - o Conduct that involves significant risk or danger to the public or to the employees of the Organisation;
 - o Improper conduct or unethical behaviour that may cause serious financial or non-financial loss to the Organisation.

- A Whistleblower is obliged to act in good faith and have reasonable grounds to suspect or believe that the disclosure is of Reportable Conduct. If information is found to be reported for malicious or vexatious purposes, action may be taken against the person making such a report.

3.4 Excluded matters:

- While the Organisation encourages everyone to report concerns, not all type of concerns are intended to be covered by this Policy. The following matters are generally not intended to be covered by this Policy:
 - Customer/Client complaints: If you are a client/customer and have concerns with any product or service provided by the Organisation, please raise your concerns online via the Organisation's feedback page - <https://www.cofc.com.au/feedback> or speak to a manager of the Organisation.
 - Personal work-related grievances: If you are a current or former employee of the Organisation and want to report a grievance that directly affects you personally in the context of your employment with the Organisation, please refer to Grievance Policy and Grievance Procedure or contact the Organisation's Human Resources department. Examples of personal work-related grievances include an interpersonal conflict between the discloser and another employee; a decision about the engagement, transfer or promotion of the discloser; or a decision to suspend or terminate the engagement of a discloser. Notwithstanding the above stated, a personal work-related grievance may be raised under this Policy if it is in relation to detrimental treatment suffered by a Whistleblower as a consequence of having made a Whistleblower Report except in cases where the action does not constitute detrimental conduct as set out in section 3.10 of this Policy.
- Disclosures that do not amount to Reportable Conduct under this Policy will not qualify for protection under the Whistleblower Laws. In such cases, the Whistleblower will be redirected to other appropriate policies, procedures or reporting mechanisms which may assist them.

3.5 Who can I make a report or disclosure to? (Eligible Recipients)

- Under this Policy, Reportable Conduct can be disclosed to an Eligible Recipient in the Organisation. For the purposes of this Policy, the Organisation authorises the following roles as Eligible Recipients:
 - Chair of the Board;
 - Any member of the Executive Group;
 - Whistleblower Protection Officer (WPO) as defined in this Policy;
 - General Manager, Risk and Assurance;
 - Internal auditors of the Organisation;
 - For tax related disclosures – Chief Financial Officer

- Reportable Conduct can also be disclosed to external auditors, Australian Securities and Investments Commission (ASIC) or the Australian Taxation Office (ATO).
- Under certain circumstances as defined in this Policy, a Public Interest Disclosure or an Emergency Disclosure can be disclosed to a journalist or a parliamentarian. However, the Whistleblower is encouraged to seek independent legal advice prior to making a Public Interest Disclosure or an Emergency Disclosure.
- A Whistleblower must make a report to an Eligible Recipient to qualify for protections under the Whistleblower Laws.
- A report made to a legal practitioner for the purpose of obtaining legal advice or legal representation about the operation of the Whistleblower Laws also qualifies for protections under the Whistleblower Laws.

3.6 How can I make a report?

- A Whistleblower Report can be submitted in the following ways:
 - Through the externally-managed whistleblower reporting line:
 - Click on the link
 - Click on the “Make a Report” button on the website <https://www.whistleblowingservice.com.au/cocqld/>
 - On the next page, enter in the field “Unique Key” **COCQ2021**. Click on ‘next’
 - Enter the field “Client Reference Number” **p0hfe2021**. Click on ‘next’
 - Provide the information requested and complete the form based on the prompts
 - By email to: whistleblowing@cofcqld.com.au
 - By post to 41 Brookfield Road, Kenmore QLD 4069. Please address to the Whistleblower Protection Officer and mark as ‘Private and Confidential’.

3.7 Anonymous Reporting:

- A Whistleblower may choose to remain anonymous when making a Whistleblower Report, including by using a pseudonym and still qualify for protection under the Whistleblower Laws.
- There is no requirement for the Whistleblower to identify themselves at any stage during the reporting or investigation process. A Whistleblower may also refuse to answer questions that they feel could reveal their identity.
- The Organisation will respect the Whistleblower’s right not to identify themselves. However, anonymous Whistleblowers should recognise that there may be some practical limitations in properly conducting the investigation if the report is anonymous. Anonymity may also mean that it is difficult for the Organisation to provide feedback on the status of the investigation to the Whistleblower. In any case, the Organisation is committed to fairness and every effort will be made to satisfactorily address the whistleblower report irrespective of the reporting mechanism chosen by the Whistleblower.

3.8 What happens after a whistleblower report is submitted?

- The Organisation takes all reports and disclosures made under this Policy seriously.
- All Whistleblower Reports will be escalated to the Whistleblower Protection Officer (WPO). The WPO will aim to contact the Whistleblower within four (4) business days to acknowledge receipt (if contact details have been provided)
- The WPO will conduct preliminary enquiries to determine whether the report qualifies for protection under this Policy and if an investigation is required.
- The WPO will also consider whether to appoint an internal or external investigator to investigate the Whistleblower Report depending on the nature of the Reportable Conduct.

3.9 Investigations of reports and disclosures:

- An objective, fair and independent investigation will be conducted under the coordination of the Whistleblower Investigation Officer (WIO) to determine whether there is enough evidence to substantiate or refute the Whistleblower Report.
- When considering an investigation, the WIO will need to determine:
 - The nature and scope of the investigation;
 - The person(s) within and or outside the Organisation that should be involved in the investigation;
 - The nature of any technical, financial or legal advice that may be required to support the investigation; and
 - The timeframe of the investigation.
- In certain circumstances, the Organisation may not be able to undertake a complete investigation if it is not able to contact the Whistleblower to get more information.
- As soon as practicable after the investigation is conducted, the WIO will provide a report to the WPO which outlines the findings, outcomes and recommendations.
- The WPO assigned to the report will provide the Whistleblower with regular updates of the progress of the investigation and the outcome if the Whistleblower's identity is provided at the time of making the report or disclosure. The frequency and timeframe of these updates will depend on the nature of the Reportable Conduct.
- A person accused within or connected to the matter will not be involved in the investigation.
- The organisation recognises that employees or officers of the Organisation who are included in Whistleblower Reports under this Policy also need to be treated fairly. This will include confidentiality, procedural fairness and natural justice as part of the investigation process.

3.10 Support and protection for Whistleblowers:

- All Whistleblower Reports will be considered confidentially and appropriate protections will be available to Whistleblowers, including their right to be safe from any form of detrimental conduct resulting from a Whistleblower Report made under this Policy.

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- The Organisation prohibits any victimisation, harassment, discrimination or detrimental conduct against Whistleblowers. Any such detrimental conduct by the Organisation's employees may result in disciplinary action, up to and including termination of employment.
- A Whistleblower will not be subject to any civil, criminal or disciplinary action for making a Whistleblower Report under this Policy or for participating in any subsequent investigation.
- If a Whistleblower believes that their Whistleblower Report has not been sufficiently dealt with or that their confidentiality has been breached, they may raise this with the WPO or any other Eligible Recipient.
- A Whistleblower who believes he/she has been penalised or disadvantaged, including by being subjected to victimisation, harassment, discrimination or other detrimental conduct, as a result of their Whistleblower Report should immediately report the same to the WPO or any other Eligible Recipient.
- The Organisation does not tolerate any form of detrimental conduct taken by any person against a Whistleblower or any people who are involved the investigation of a Whistleblower Report. For the purpose of this Policy, detrimental conduct is negative action taken against any person who, in good faith, makes a Whistleblower Report and as a result suffers detriment.
- Examples of detrimental conduct can include but are not limited to:
 - Dismissal of an employee or alteration of an employee's position/duties to their disadvantage;
 - negative performance feedback that is not reflective of actual performance;
 - Harassment, intimidation or bullying;
 - harm or injury to a person;
 - discrimination between an employee and other employees of the same employer;
 - damage to a person's property, reputation, business, financial position or any other damage to a person.
- Examples of actions that are not detrimental conduct may include:
 - Managing a Whistleblower's unsatisfactory work performance in line with the Organisation's performance management framework;
 - Administrative action that is reasonable to protect the Whistleblower from detriment/harm. (e.g.: moving a Whistleblower who has made a report about their immediate work area to another office to prevent them from detriment).
- A whistleblower who believes that they are subject to detrimental conduct as a result of their Whistleblower Report, should report this to the WPO or any other Eligible Recipient.

3.11 **Identity Protection (Confidentiality):**

- The Organisation will treat all Whistleblower Reports in a confidential and sensitive manner and will not disclose anything that leads to the identification of the Whistleblower unless:
 - it is reasonably necessary for the purpose of investigating the matter in which case all reasonable steps will be taken to reduce the risk of the Whistleblower being identified;
 - the information is disclosed to a legal practitioner to obtain legal advice or representation;
 - the disclosure is required by law;
 - the disclosure is to prevent serious or imminent threat to life or property;
 - the disclosure is made with the written consent of the Whistleblower;
 - the information disclosed by the Organisation is de-identified and all reasonable steps have been taken to remove the Whistleblower's identity or any information that is likely to lead to the Whistleblower being identified.
- Access to all information relating to a whistleblower report will be limited to those directly involved in managing and investigating the Whistleblower Report.
- The WPO will ensure that each person who is involved in handling or investigating a Whistleblower Report will be reminded about the confidentiality requirements including that an unauthorised disclosure of a Whistleblower's identity may be a criminal offence.
- Unless if the Whistleblower provides consent to disclose their identity for the purpose of the investigation, any personal information or reference to the Whistleblower must be redacted from communications and the Whistleblower must be referred to in a gender-neutral context.
- All paper and electronic documents and other materials relating to Whistleblower Reports, inquiries, investigations and their outcomes and any decisions or recommendations made must be stored securely by the WIO and WPO.
- When a disclosure or report is investigated, it may be necessary to reveal certain information to other internal or external stakeholders. If this is required, all reasonable steps will be taken to protect the identity of the Whistleblower
- Unauthorised disclosure of information that could prejudice the confidentiality and/or the identity of the Whistleblower is a breach of this Policy and will be regarded seriously resulting in disciplinary action if required.

3.12 **Obligations of Eligible Recipients receiving report or disclosure:**

- If any of the Eligible Recipients receive a Whistleblower Report, they must immediately notify the WPO who will assist them in understanding and complying with their obligations in relation to the Whistleblower Report, especially the confidentiality obligations.
- An Eligible Recipient who receives a Whistleblower Report must at all times keep confidential the identity of the Whistleblower or any other information that is likely to identify the Whistleblower.

- If any of the Eligible Recipients including the WIO or WPO believe that they may have a conflict of interest by being involved in the investigation of a Whistleblower Report, they must immediately notify the other Eligible Recipients and cease to be involved in the investigation.

3.13 **Accessibility of this Policy:**

- This Policy is made available to all staff on the Organisation's intranet site.
- This Policy is also publicly available via the Organisation's website
- A person wishing to obtain additional information about the operation of this Policy can contact the WPO directly or via email to whistleblowing@cofcqld.com.au. However, a person seeking legal advice with respect to their obligations under this Policy or the Whistleblower Laws, must contact an external lawyer for advice.

4. PRINCIPLES

Responsible and Accountable

- 4.1 Throughout the organisation, all workforce roles/types have some level of responsibility or accountability for adherence to this policy. The key roles and responsibilities are defined in the following statements.
- 4.2 The **Board** of Churches of Christ:
 - is the owner and is accountable for this policy; and
 - other than minor formatting and editing, must approve all changes.
- 4.3 The Governance and Risk Board Committee are responsible for:
 - Having oversight on reported matters through the reports submitted to the committee by the WPO or the WIO; and
 - Monitoring the compliance and effective operation of the Whistleblower Policy.
- 4.4 The **Relevant Executive** supported by the **Executive Group**:
 - encourages a culture where whistleblowing reporting is safe and encouraged;
 - ensures effective processes, reporting and management strategies are in place across Churches of Christ;
 - ensures robust processes are in place to monitor compliance to whistleblowing protections provided under legislative requirements and obligations; and
 - identifies risks and opportunities that can support continuous improvement opportunities
- 4.5 The WPO is responsible for:
 - Receiving reports or disclosures made under this Policy and being a point of contact for all reports under this Policy;
 - Appointing a qualified and skilled cross functional investigations team where required;

- Ensuring provision of relevant protection to Whistleblowers in line with this Policy;
- Being the point of contact for the Whistleblower (where their identity is disclosed) to provide regular updates of the assessment/investigation process;
- Providing appropriate training to Eligible Recipients about their specific responsibilities under the Policy and the Whistleblower Laws;
- Review, implementation, monitoring and continuous improvement of this Policy;
- Providing a report summarising all reported matters to the Governance and Risk Committee as required;
- Reporting, as required, on outcomes from independent reviews on the design and operating effectiveness of the Whistleblower program in compliance with legislative and other requirements.

4.6 The WIO is responsible for:

- Ensuring appropriate and confidential investigations are conducted on matters reported under this Policy and that outcomes are appropriate and implemented;
- Maintaining confidentiality and adhering to the requirements of this Policy throughout the investigation

Consulted and Informed

4.6 The **Strategic Management Team** (SMT) supported by the **Subject Matter Expert/s** will:

- identify areas within the organisation that policies should be developed or reviewed for presentation to the CEO and Executive Group;
- evaluate and review Governing Principles and Benchmarks, providing suggestion where necessary, to the Executive Group for improvements;
- provide peer support and facilitate communication between Senior Managers;
- ensure quality practice is applied through regular audit and review
- ensure risk-rated policy reviews are conducted in accordance with the guidelines outlined in the **Policy of Policies**;
- inform the Strategic Management Team of any issues, within the context of the **Whistleblower Policy**, which may impact on the organisation; and
- review the actions taken or proposed for significant systems improvements made by the consultation team; and
- identifies risks and opportunities that can support continuous improvement opportunities.

4.7 The Workforce supported by Employees, Volunteers, Contractors, Students and Consultants:

- are expected to remain informed and knowledgeable of all policies related to their own areas of work within the organisation;

Compliance, monitoring and review

- 4.8 This policy is mandatory and binding upon
- the Board of Churches of Christ;
 - CEO;
 - Executive, Senior Leadership and all other Managers; and
 - workforce.

Breaches to this policy may result in investigation, disciplinary action and reporting to the Executive/Board.

Reporting and records management

- 4.9 The WPO or the WIO will report on findings and outcomes of any whistleblower investigation and any allegations about unethical or illegal conduct or other serious concerns to the Governance and Risk Committee on a regular basis as decided by the committee.
- 4.10 Staff must maintain all records relevant to administering this policy in a recognised Churches of Christ in Queensland record keeping system.

5. DEFINITIONS AND TERMINOLOGY

Terms and definitions

Term	Description
Accountability	The person who has ultimate ownership of a policy. Ownership cannot be transferred.
ASIC	Australian Securities and Investments Commission
ATO	Australian Taxation Office
Consulted	The people who contribute valuable subject matter expertise to the development/review of the policy.
Eligible Recipients	<p>A person nominated by the Organisation to receive disclosures of Reportable Conduct from a Whistleblower. The following are the Eligible Recipients for the Organisation:</p> <ul style="list-style-type: none"> • Chair of the Board; • Any member of the Executive Group; • Whistleblower Protection Officer (WPO) as defined in this Policy; • General Manager, Risk and Assurance; • Internal auditors of the Organisation; • For tax related disclosures – Chief Financial Officer
Emergency Disclosure	<p>The disclosure of information to a journalist or parliamentarian, where;</p> <p>a) The whistleblower has previously made a disclosure to ASIC, ATO or another Commonwealth body</p>

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	<ul style="list-style-type: none"> b) The whistleblower has reasonable grounds to believe that the information concerns substantial and imminent danger to the health or safety of one or more persons or to the natural environment; c) Before making the emergency disclosure, the whistleblower has given written notice to the body to which the previous disclosure was made that: <ul style="list-style-type: none"> o i. includes sufficient information to identify the previous disclosure; and o ii. states that the whistleblower intends to make an emergency disclosure; and d) The extent of the information disclosed in the emergency disclosure is not greater than is necessary to inform the journalist or parliamentarian of the substantial and imminent danger.
Informed	The people expected to remain informed and knowledgeable of the policy.
Misconduct	Misconduct includes fraud, negligence, default, breach of trust and breach of duty
Organisation	Means Churches of Christ Group of Entities including Churches of Christ in Queensland, Churches of Christ Care, Churches of Christ Housing Services Limited and all Churches of Christ subsidiary entities.
Public Interest Disclosure	<p>The disclosure of information to a journalist or a parliamentarian, where:</p> <ul style="list-style-type: none"> a) At least 90 days have passed since the whistleblower made the disclosure to ASIC, ATO or another Commonwealth body; b) The whistleblower does not have reasonable grounds to believe that action is being, or has been taken, in relation to their disclosure; c) The whistleblower has reasonable grounds to believe that making a further disclosure of the information is in the public interest; and d) Before making the public interest disclosure, the whistleblower has given written notice to the body to which the previous disclosure was made that: <ul style="list-style-type: none"> o includes sufficient information to identify the previous disclosure; and o states that the whistleblower intends to make a public interest disclosure.
Reportable Conduct	<p>Reportable Conduct which can be reported under this Policy includes:</p> <ul style="list-style-type: none"> o Misconduct (as defined in this Policy) or an improper state of affairs including in relation to tax affairs of the Organisation; o Conduct that constitutes a contravention of the Corporations Act 2001, the Australian Securities and Investments Commission Act 2001 or any other Commonwealth laws that are punishable by imprisonment for a period of 12 months or more; o Financial malpractice or fraud, such as engaging in questionable accounting practices, dishonestly altering organisational records, money laundering,

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	<p>misappropriation of funds, corruption, offering or accepting a bribe, or any other serious wrongdoing;</p> <ul style="list-style-type: none"> ○ Illegal activity, such as theft, illicit drug use, modern slavery, violence and damage to property; ○ Conduct that involves significant risk or danger to the public or to the employees of the Organisation; ○ Improper conduct or unethical behaviour that may cause serious financial or non-financial loss to the Organisation.
Responsibility	The person who is implements the process and monitors compliance.
Strategic Management Team	Refers to all Executives and General Managers
Subject Matter Expert	The person/s with definitive sources of knowledge who contribute their expertise to enhance organisational efficiency.
Whistleblower	A whistleblower is anyone who is aware of any suspected wrongdoing or misconduct in the Organisation and wishes to make a report or disclosure in connection with such misconduct or wrongdoing. For the purposes of this Policy a whistleblower can be a current or former employee, officer, volunteer, board member, director, company secretary, consultant, consultant, service provider, supplier, contractor or a relative, spouse or dependent of any of the aforementioned persons.
Whistleblower Investigation Officer (WIO)	Any person(s) as nominated by the Whistleblower Protection Officer.
Whistleblower Laws	Whistleblower Laws refer to Part 9.4AAA Protection for Whistleblowers of the <i>Corporations Act 2001</i> and Part IVD Protection for Whistleblowers of the <i>Taxation Administration Act 1953</i> as amended by the <i>Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019</i> .
Whistleblower Protection Officer (WPO)	Director of Governance or their delegate(s).
Whistleblower Report	A Whistleblower Report is a report or disclosure about a wrongdoing made by an eligible Whistleblower to an Eligible Recipient that qualifies for protection under the Whistleblower Laws.

6. RELATED LEGISLATION AND DOCUMENTS

Category	Related Reference Document(s)
Related Churches of Christ in Queensland Policies	Code of Conduct Policy Grievance Policy

Related Legislation, Industry Standards and Care Standards	<i>Corporations Act 2001 (Cth)</i> <i>Taxation Administration Act 1953 (Cth)</i> <i>Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019</i> <i>ASIC Regulatory Guide 270</i>
Related Churches of Christ in Queensland Procedures, Supporting Documents and references	Grievance Procedure

7. FEEDBACK

7.1 Churches of Christ in Queensland workforce and consumers may provide feedback about this document by one of the following mechanisms:

- internal workforce are invited to open a Quality Support Ticket by selecting 'Enquiry' from the available options; and
- consumers are invited to provide Feedback via the Churches of Christ in Queensland website.

8. APPROVAL, RISK RATING AND REVIEW DETAILS

Approval and Review	Details		
Policy Author and Position	Board Members		
Accountability	Board of Churches of Christ		
Responsibility	Executive Group		
Consulted – Executives Only	No.	Name	Date
	1	Rue Masunungure	20.08.2021
	2		
	3		
Informed	The workforce of the organisation known as Churches of Christ.		
Date Approved by the Board	29/05/2021		
Next Review Date (calculate from the date approved and risk category)	29/05/2022		

Signatories	Please sign here
<p align="center">On behalf of the Board of Churches of Christ in Queensland</p> <p>Name: Rue Masunungure</p>	
<p align="center">On behalf of the Executive Group</p> <p>Name: Rue Masunungure</p>	

Revision History	Details
Previous Review Date	None
Amendment History	Previous website address was updated and highlighted, Corrected the Churches of Christ in Queensland name and Change in the title of the policy.
Notes (if any)	The version 3.2 is a minor change and did not go through Board or Exec approval but was signed by the Exec of Governance as the change was only on the title and the website addresses were highlighted in blue. Approval dates from version 3.1 were used above.