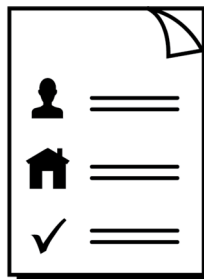




Whistleblower policy



Easy Read

About this booklet



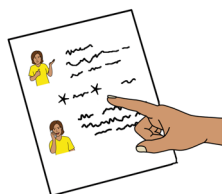
This booklet is from Therapy Focus.



This booklet is written in a way that is easy to understand.



You can read more information about this topic on our [website](http://www.therapyfocus.org.au)
www.therapyfocus.org.au



We add a star before and after ***hard words***.
Then we explain what the words mean.



You can ask someone to help you read and understand this booklet.



Contact information is at the end of this booklet.

What is a *whistleblower*?



A whistleblower is someone who reports dishonest or illegal things happening in an organisation.



Whistleblowers have legal rights and protection.



We follow privacy laws to keep whistleblowers and their information safe.



We have a whistleblower ***policy*** to help and support people who report dishonest or illegal things that happen in our organisation.



A policy means rules for how we manage whistleblower reports.

About our policy



Our policy is for

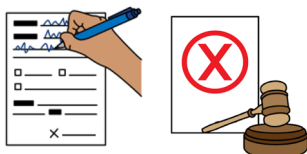
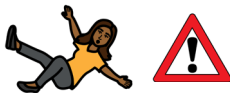
- people who work with us now
- people who have worked with us before
- our workers' family or carers.



We want people to tell us about behaviour in our organisation that is dishonest or illegal.

For example

- stealing money
- making fake information
- asking other workers to break the law
- **not** following health and safety rules.



You should report all behaviour that is against Australian laws.



This policy is **not** about reporting things you do not like about another person.

For example, their work performance.



You can read about the policy on our [website](#)

www.therapyfocus.org.au/about-us/publications/policies-and-processes

How to report dishonest or illegal behaviour



You must report dishonest or illegal behaviour directly to senior people in the organisation.



This includes

- an Executive Team Member or Manager
- the CEO
- the Chair of the Board.





Reports can be made

- face to face



- by phone



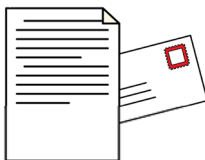
- by email



- in writing.



You do **not** have to tell us your name when you send a report.



If you report something face to face or by phone we will ask you to also send us the information in writing.



Everything you tell us will be kept private.



We will **not** tell anyone your name.

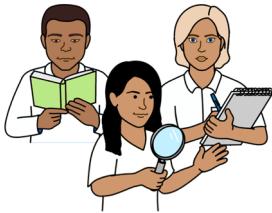
How we investigate reports



The CEO will decide who is the best person to investigate the report.



If the report is about the CEO, the Board Chair will decide who investigates the report.



Investigations will be done by people who know a lot about the organisation and Australian laws and rules.



Investigations will be fair.



The whistleblower will be told

- how the investigation is going



- the outcome of the investigation.

How we support whistleblowers



All staff who get reports will

- understand their responsibility



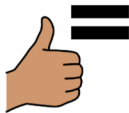
- get training to follow policy rules.



All staff will keep your information private.



There are laws to protect whistleblowers.



Whistleblowers will **not** be ***disadvantaged*** for making a report.



Disadvantaged means things change for someone because of their actions.



For example, lose their job or be abused at work.



We will protect workers who have been asked to give information as part of the investigation.



All whistleblower reports will be given to the CEO and the Board, unless the report is about the CEO.



More information



For more information, contact Therapy Focus.



Call 1300 135 373



Online [Therapy Focus website](http://www.therapyfocus.org.au)

www.therapyfocus.org.au/contact-us



Email enquiries@therapyfocus.org.au

Help to speak and listen



If you need help to speak or listen, the National Relay Service can help you make a call.



Call 1800 555 660



Online [NRS Helpdesk](https://www.accesshub.gov.au/about-the-nrs/nrs-helpdesk)
www.accesshub.gov.au/about-the-nrs/nrs-helpdesk

Help in your language



If you need help with other languages, contact the Translating and Interpreting Service.



Call 131 450



Online [TIS National](https://www.tisnational.gov.au)
www.tisnational.gov.au

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