

THINK SOMETHING IS WRONG? SPEAK UP AND REPORT IT!

Disclose any concerns you have:

A person may disclose any information that the person has reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances in relation to EarlyEd.

Confidentiality and Protection:

EarlyEd has legal obligations to maintain confidentiality and protect a discloser's identity. EarlyEd will not tolerate any detrimental acts on you, because you or somebody else has made, or might make, a Disclosure of Reportable Conduct.

EarlyEd has a Whistleblower Officer:

They are independent and protect the whistleblower. They

- receive a disclosure
- protect the whistle blower
- make sure the policy is followed
- Make sure investigations are done properly.

The Whistleblower Protection Officer is:

Jane Georgiades

Phone: 0299232727 Email: info@earlyed.com.au



You can also contact:

- EarlyEd's Auditor
- ASIC
- The National Quality and Safeguards Commission.

How to Speak-up and Report?

A Whistle Blower raises a concern to the Whistle Blower Protection Officer (WBP Officer), Board and CEO via a form at this link: [FEEDBACK FORM](#) or any way that suits you. You can use lots of different ways to protect your identity.

The WBP Officer discusses with Whistle Blower whether they (the Whistle Blower) want the disclosure to be confidential, supports the confidentiality, and protect disclosers from detrimental acts.

WBP Officer examines the allegation.

WBP Officer notifies the Whistle Blower Committee leads i.e. the CEO and Finance and Administration Manager and together determines whether:

- a) It qualifies for protection; and
- b) A formal, in-depth investigation is required.

WBP Officer monitors the integrity of the investigation and keeps the Whistle Blower informed.

WBP Officer can escalate the notification to the Board and Auditor if not satisfied by the integrity of the process.

If the concerns are about the CEO or Finance and Administration Manager, the WBP Officer will notify Board who will appoint their Whistle blower committee.

Disclosure via, phone, email, letter, meeting. Provide the following details about the concern:

- a) date;
- b) time;
- c) location;
- d) name of person(s) involved;
- e) possible witnesses to the events; and
- f) evidence of the events (e.g. documents, emails).

How is it Investigated?

CEO appois a Whistle Blower Committee to investigate. Reports to Board Chair.

Within 7 days, Whistle Blower Committee will assess the disclosure and notify whistle blower whether:

- a) It qualifies for protection; and
- b) A formal, in-depth investigation is required.

CEO keeps Whistle Blower committee informed of progress. Carries out investigation and reports back in 2 months.

CONCERN PROVEN – NO.

Whistle Blower notified of outcome and further actions planned. Whistle blower process ends.

CONCERN PROVEN – YES. Legal advice sought about action. Whistle Blower notified of outcome and further actions planned including compensation if applicable. Whistle blower process continues based on legal advice.