



## CFC ANCOP WHISTLEBLOWER POLICY

### INTRODUCTION

CFC ANCOP AUSTRALIA Ltd (“ANCOP”) is dedicated to upholding accountability and transparency and aims to safeguard the well-being of its management committee members, volunteers, partners and other stakeholders by addressing difficulties, grievances, and complaints in a timely, unbiased and fair manner.

ANCOP is committed to adhering to its obligations, to answer the cry of the poor through effective child education and community development programs, anchored on values formation. We have guided principles and beliefs on developing partnerships to achieve shared vision and resources for the poor.

ANCOP is committed to providing our volunteers and those involved, a strengthened policy for a safe environment to raise if there are known breaches of internal rules or policy, or any disclosable conduct relating to ANCOP’s volunteers, partners and communities we serve.

This Policy should be read with ANCOP’s Complaints Policy.

### SCOPE:

This policy is applicable to a broad range of individuals associated with ANCOP such as directors, employees, volunteers, contractors, partners, and related personnel. It also applies to any person or organisation that has a relationship with ANCOP including existing partners and beneficiaries who report misconduct committed by an ANCOP director, management committee member, volunteer or anyone within the organisation.

This policy covers specifically whistleblowing complaints which is any complaint about wrongful act such as fraud, corruption, abuse or misuse of resources. Other forms of complaints are covered in ANCOP’s Complaints Policy.

### PURPOSE

1. Encourage the reporting of matters that may cause harm to individuals, or financial or non-financial loss to ANCOP or damage to its reputation;
2. Ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
3. Ensure disclosures are dealt with appropriately and on a timely basis to eliminate the negative connotations associated with whistleblowing;
4. Assist to create a positive and open culture within ANCOP that encourages our people to speak up, feel that they can come forward to make a disclosure and raise breaches of rules or policy;
5. Able to meet ANCOP’s legal and regulatory obligations.

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| <b>CFC ANCOP AUSTRALIA LIMITED</b> 50 Forge Street, Blacktown NSW 2148 <a href="mailto:info@cfcancop.org.au">info@cfcancop.org.au</a> |          |         |
| Approved by:<br>Date Approved:  | Version: | Author: |

## GUIDING PRINCIPLES

This policy is based on the following principles:

- ANCOP volunteers and members of its management committee have an obligation to report wrongful acts or suspected wrongful acts in accordance with this policy;
- ANCOP volunteers and members of its management committee have the right to speak freely and honestly to report wrongful acts in a safe environment without fear of relation or reprisal;
- ANCOP will respond in a timely, respectful and confidential manner to all disclosures of wrongful acts; and
- ANCOP will take steps to protect its volunteers and members of its management committee from detrimental treatment if they report actual or suspected wrongful acts in good faith.

Where a volunteer or member of ANCOP's management committee believes in good faith on reasonable grounds that any other volunteer or member of the management committee has committed (or suspected to have committed) fraudulent or corrupt activity or financial wrongdoing, that volunteer or member of the management committee must report their concern in accordance with ANCOP's Complaints Policy.

The person making their concern known will not suffer any sanctions from ANCOP on account of their actions in this regard, provided that their actions are in good faith and are based on reasonable grounds and comply with the procedures of making a complaint.

ANCOP will provide information about how disclosure is handled and will treat the person making the disclosure with dignity and respect, protect privacy and confidentiality and where required, assist in accessing other support services including health or psychological services and address any immediate protection assistance.

Any disclosures made will be handled in accordance with ANCOP's Complaints Policy. ANCOP follows procedural fairness which means that all parties, including the respondent, are treated in a dignified manner.

ANCOP will take reasonable steps to make sure that the person making their concern is not negatively affected. Refer to ANCOP's Complaints Policy for the step-by-step procedures in making a complaint.

## RESPONSIBILITIES

ANCOP's Board of Directors is ultimately responsible for the organisation's whistleblower policy, as part of ANCOP's enterprise risk management and corporate governance framework. ANCOP's Board of Directors will ensure eminent and emerging risk highlighted by the disclosures made under policy are addressed and mitigated by the ANCOP's Board of Directors and members of the management committee.

All ANCOP volunteers and members of the management committee will be made aware of this policy and their responsibilities to report any wrongdoing. It is the responsibility of the ANCOP President to ensure all volunteers and members of the management committee are adequately trained in understanding and applying this Policy.

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**RELATED DOCUMENTS****CFC ANCOP Code of Conduct****CFC ANCOP Conflict of Interest****CFC ANCOP Financial Risk Management Policy****CFC ANCOP Fraud Control and Anti-Corruption Policy****CFC ANCOP Anti-Money Laundering and Counter Terrorism Policy****CFC ANCOP Complaints Policy****Revision History**

| <b>Version</b> | <b>Approval Date</b> | <b>Summary of Changes</b> |
|----------------|----------------------|---------------------------|
| V1.0           | January 2025         | Original policy.          |

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