



Volunteer Application Form

Personal Details

Surname: _____ Title: _____

Given Name(s): _____

Date of Birth: _____

Address: _____

Mobile Number: _____ Home Phone: _____

Email Address (*Mandatory*): _____

Experience and Interests

Have you volunteered with Adventist Senior Living (ASL) before? ☐ Yes ☐ No

If yes, what were the circumstances that caused you to leave your previous position?

Why do you want to volunteer with Adventist Senior Living?

How did you hear about ASL and the volunteer opportunities we provide?

Do you have personal interests, hobbies, or skill sets that you feel may be relevant or useful to your volunteer position with ASL?

Are you applying as a Centrelink volunteer? If yes, how many hours do you need to complete with Adventist Senior Living each fortnight?

Availability and Location

What days and hours are you available?

Are you willing to be called upon to relieve other similar positions in your sector during another volunteer's absence? ☐ Yes ☐ No

Which of our sites are you applying to do volunteer work at?

(Please tick all that apply)

- ☐ Avondale (Cooranbong)
- ☐ Alstonville
- ☐ Jewells
- ☐ Sugar Valley
- ☐ Wyee Point
- ☐ Tweed Heads

Employment Status

If you are an employee of Adventist Senior Living, do you have permission from your manager to volunteer ☐ Yes ☐ No (Please provide evidence of this permission)

Health Status

Do you have a disability or medical condition which may impact your ability to volunteer in your desired position/s? Are there adjustments or considerations we can employ to support you to achieve your goals?

☐ Yes *(please provide details):* _____

☐ No

What type/s of volunteer work are you interested in doing?

(Please tick all that apply)

- ☐ Residential Care Activities Support
- ☐ Bus Driver
(must hold minimum LR License, and Bus Driver Authority where asked)
- ☐ Bus Outing Support *(assist lifestyle staff on bus trips with morning tea and socialising)*
- ☐ Cafe Assistant
- ☐ Car Driver
(Reimbursed for fuel costs. Use of own vehicle expected; must provide Licence, evidence of Registration, CTP, and Comprehensive Insurance)
- ☐ Clerical Support
- ☐ Maintenance Support
- ☐ Laundry (folding and sorting clean clothes only)
- ☐ Mail Delivery
- ☐ Social Support
- ☐ Spiritual Support
- ☐ Train Club
- ☐ Worship
- ☐ Other: _____

Please describe any relevant experience you have in your desired position/s:

Newsletter Consent

A newsletter is published on a quarterly basis to communicate about the events and experiences related to our volunteer team at ASL. Do you consent to ASL publishing your name and/or photograph in subsequent newsletters? Yes/No

References

Please list two people who would be prepared to act as your referees:

1. Name: _____ Relationship: _____

Mobile Number: _____ Home/Work Number: _____

2. Name: _____ Relationship: _____

Mobile Number: _____ Home/Work Number: _____

Emergency Contacts for Volunteer Workers

In the case of an emergency, I give Adventist Senior Living permission to contact the following people (please nominate two people as emergency contacts):

1. Name: _____ Relationship: _____

Home Phone: _____ Mobile: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Mobile: _____

Application Declaration

Your signature below indicates that, to the best of your knowledge, all information provided in this application is true and correct. ASL authorises referees listed in this form to provide any information they may have regarding your character and suitability for your proposed position.

Applicant's signature: _____ Date: _____



Volunteer Agreement

This agreement has been drawn to demonstrate the seriousness with which we treat our volunteers and to assure you of our deep appreciation for your services. Through this volunteer agreement, Adventist Senior Living demonstrates its commitment to doing the best we can to make your volunteer experience with us a productive and rewarding one.

Adventist Senior Living (ASL):

We, Adventist Senior Living, agree to accept the services of _____, beginning on _____ and we commit to the following:

As a not-for-profit organisation that involves volunteers in our workplaces, we adhere to the National Standards for Volunteer Involvement in Not-for-Profit Organisations and comply with the Australian definition, principles and model code of practice for involving volunteers:

1. To provide you with adequate information, training, assistance and supervision so that you will be able to meet the responsibilities of your volunteer position.
2. To provide processes to protect your health and safety in your capacity as a volunteer.
3. To meet with you regularly to discuss the work you are doing to ensure that we are both satisfied with the type and quality of work or find ways to make improvements.
4. To respect your skills, dignity and individuality and do our best to adjust to these individual requirements.
5. To listen to any comments you offer, regarding ways in which we might better achieve our goals.
6. To treat you as an equal partner with staff, jointly responsible for accomplishing Adventist Senior Living mission and philosophy.
7. To regularly acknowledge your contributions and the positive impact that you have made for our residents/clients and our wider organisation.

Volunteer:

I, _____ (print name), agree to provide my services as a volunteer at Adventist Senior Living and commit to the following;

1. To always act professionally and perform my volunteer responsibilities to the best of my ability.
2. To follow the rules and procedures of Adventist Senior Living, including any record-keeping requirements, attending any necessary training and respecting the confidentiality of our organisation's operations and its clients.
3. To arrive for and work my shifts as agreed on, or to provide adequate notice should an emergency arise. This is out of respect for the staff members who rely on my contribution; to allow them to make alternate arrangements for my work to be completed.

AGREED TO:

Volunteer: _____ (Signature) Date: _____

ASL Representative: _____ (Signature & Position) Date: _____



CORP 2 P22: CONFIDENTIALITY AND INTELLECTUAL PROPERTY POLICY

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1. PREAMBLE

- 1.1. To set out clear guidelines and standards for the behaviour and conduct required for all members of the Adventist Senior Living organisation.

2. SCOPE

- 2.1. This policy applies to all Adventist Senior Living Personnel.
- 2.2. This policy must be read in conjunction with the Adventist Senior Living Code of Conduct and the Adventist Senior Living Privacy Policy.

3. DEFINITIONS

Consumer	means a person who receives Home Care services provided by Adventist Senior Living.
Health Information	means all the medical records and related information received in the course of providing care to a resident, including but not limited to information or an opinion, that is also Personal Information, about: (a) the health or a disability (at any time) of an individual; (b) an individual's expressed wishes about the future provision of health services to him or her; (c) a health service provided, or to be provided, to an individual; (d) other personal information collected to provide, or in providing, a health service; (e) other personal information about an individual collected in connection with the donation, or intended donation, by the individual of their body parts, organs or body substances; or (f) genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

Intellectual Property	means information, plans or data that has been developed by Adventist Senior Living and is owned by Adventist Senior Living. It is information on the processes, systems and knowledge of Adventist Senior Living and is unique to the company.
Personal Information	means any information or opinion which could identify an individual: (a) either from that information alone or in combination with other information which is reasonably likely to come into the possession of Adventist Senior Living; and (b) whether the information or opinion is true or not; and (c) whether the information or opinion is recorded in a material form or not.
Sensitive Information	means a subset of personal information, that is information or opinion that is about, or clearly implies an individual's: (a) racial or ethnic origin; (b) political opinions; (c) membership of a political association; (d) religious beliefs or affiliations; (e) philosophical beliefs; (f) membership of a professional or trade association; (g) membership of a trade union; (h) sexual preferences or practices; (i) criminal record; (j) biometric information or templates; (k) personal information about an individuals' health or disability; and (l) genetic information.
Personnel	means a person who performs work in any capacity for Adventist Senior Living, including work as an employee, director, contractor or sub-contractor, or an employee of a labour hire company working for Adventist Senior Living, or an outworker, or a trainee or a student or a volunteer.
Resident	means a person who is a resident in an Adventist Senior Living aged care facility or our community .
Workplace	means anywhere work is carried out for Adventist Senior Living and includes any place Personnel go, or a likely to be, while at work.

4. POLICY

- 4.1. Adventist Senior Living Personnel are required to sign a Confidentiality Agreement at the commencement of their engagement.
- 4.2. Personnel are bound to keep Adventist Senior Living company and Consumer and Resident information confidential.
- 4.3. The objective of the Confidentiality Agreement is to ensure that Adventist Senior Living company and Consumer and Resident confidential information with which Personnel come into contact during the course of their engagement in the Workplace is not disclosed to third parties.

4.4. Information that is not in the public domain could be deemed confidential.

Examples include:

- (a) financial information;
- (b) company decisions;
- (c) mergers or acquisitions details;
- (d) company handbooks and manuals;
- (e) commercially valuable knowledge; and
- (f) Consumer and Resident records, Personal Information, Sensitive Information and Health Information.

4.5. All Intellectual Property created or developed by Adventist Senior Living Personnel in the course of their engagement with Adventist Senior Living is the property of Adventist Senior Living.

4.6. Intellectual property is included as part of the Confidentiality Agreement.

4.7. Personnel who become aware of a breach or potential breach of Adventist Senior Living confidentiality are required to notify their manager of the breach.

4.8. Personnel who breach the confidentiality agreement may be subject to disciplinary procedures.

5. CROSS REFERENCE TO OTHER CONTROLLED DOCUMENTS

P&C P07 CODE OF CONDUCT

CORP 2 P08 PRIVACY POLICY

CORP 2 F08.00.01 PRIVACY CONSENT FORM FOR CONSUMERS

6. LINKED TO:

Aged Care Quality Standards 1.3. f	Each Consumers privacy is respected, personal information is kept confidential
NDIS Practice Standard 1	Rights and Responsibilities

7. APPLIES TO

All ASL units	Corporate	Residential Care	Home Care	Self Care
X				

8. APPENDIX 1 – CONFIDENTIALITY AGREEMENT



CONFIDENTIALITY AGREEMENT

1. CONFIDENTIAL INFORMATION

Adventist Senior Living (ASL) collects a range of confidential information for the purposes of managing its operations in a safe and compliant manner.

2. DEFINITION

Confidential Information includes:

- a. Health Information (such as medical records and related information)
- b. Personal Information (Information which could identify an individual)
- c. Sensitive Information (including racial or ethnic origin, religious belief or affiliation and sexual preferences and practices)
- d. Consumer, resident and staff records
- e. Financial information
- f. Company decisions
- g. Mergers and acquisition details
- h. Company handbooks and manuals
- i. Commercially valuable knowledge

3. REQUIREMENT FOR CONFIDENTIALITY

During your work, studies, work placement or volunteering, you may be involved in the collection or use of Confidential Information. You may also have access to a range of Confidential Information. This information must be kept confidential at all times.

In relation to residents and consumers, you can only disclose confidential information about them to:

- a. The residents/consumers themselves,
- b. Health professionals, and
- c. Any family member designated as the “Responsible Person” by the resident or their legal guardian.

You must not disclose Confidential Information to residents, families or staff outside the immediate requirement in the performance of your duties.

4. MANAGEMENT APPROVAL

If you need to provide information outside of the above requirements you must gain the approval of your Supervisor or the General Manager of your Business Unit. A member of the Board of Directors must gain the approval of the Chairperson of the Board of Directors.

5. EXCEPTIONS

Approved students conducting work placements at ASL or employed by ASL may discuss Confidential Information with their academic supervisor(s) provided the information specifically relates to their area of study and the information is de-identified such that the organisation or any of its personnel, residents or consumers are not able to be identified.

6. BREACH OF CONFIDENTIALITY

A proved breach of confidentiality is a serious betrayal of trust and may lead to disciplinary action and in some cases civil action. For Volunteers this may lead to suspension of volunteering activities. For students, this may lead to cancellation of work placements.

In signing this Agreement you acknowledge that you understand your duties to maintain confidentiality and you agree that you will not obtain, use or disclose Confidential Information in any way contrary to the conditions set out above.

7. ACCEPTANCE OF CONFIDENTIALITY AGREEMENT

I _____ have read the above information and accept the conditions as set out in this Agreement and agree to be bound by them.

Signature

Date



P&C 3 P13 CODE OF CONDUCT

1. AIM

- 1.1. To set out clear guidelines and standards for the behaviour and conduct required for all personnel within the Adventist Senior Living organisation.

2. SCOPE

- 2.1. This policy applies to all Adventist Senior Living Personnel.

3. DEFINITIONS

Personnel	means a person who performs work in any capacity for Adventist Senior Living, including work as an employee, director, contractor or sub-contractor, or an employee of a labour hire company working for Adventist Senior Living, or an outworker, or a student, or a trainee, or a volunteer.
Workplace	means anywhere work is carried out for Adventist Senior Living and includes any place Personnel go, or are likely to be, while at work.
Consumer	Aged Care Consumer / NDIS Participant / Home Care Client / Independent Living Residents

4. POLICY

4.1. Adventist Senior Living's expectations of behaviour are reflected in the organisations signature behaviours:

- (a) We show up for every moment
- (b) We all lead. We all serve
- (c) We treat others as we would like to be treated; and
- (d) We are open and Honest
- (e) We lean in and on

The signature behaviours underpin our mission to serve and our vision to provide Christ-centred care to older Australians.

4.2. Adventist Senior Livings commitment to consumers is that we will

- a. act with respect for Consumers rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- b. act in a way that treats consumers, families, visitors, and personnel with dignity and respect, understanding and acknowledging their diversity;
- c. act with respect for the privacy of people
- d. provide care, supports and services in a safe and competent manner, with care and skill;
- e. act with integrity, honesty and transparency;
- f. Take all reasonable steps to prevent and respond to:
 - i. all forms of violence, discrimination, exploitation, neglect and abuse; and
 - ii. sexual misconduct;:

4.3. Adventist Senior Living Personnel are expected to conduct themselves in the following ways:

- (a) strive to achieve the highest product, service and professional standards for Adventist Senior Living consumers;
- (b) treat everyone with dignity and respect; and with consideration and sensitivity to their rights.
- (c) act in a professional manner including complying with the relevant dress code and working collectively in delivering services; and
- (d) act honestly, in good faith and with respect for the trust placed in them;

4.4. Adventist Senior Living Personnel are required to perform their duties with due regard for Adventist Senior Living policies and procedures. Personnel are expected to:

- (a) maintain the security, integrity and confidentiality of all relevant Adventist Senior Living company information and intellectual property;
- (b) maintain the skills necessary to carry out their duties and keep up to date with changes in the body of knowledge, professional and ethical standards relevant to their area of expertise;
- (c) refrain from taking improper advantage of any official information gained in the course of their engagement with Adventist Senior Living;
- (d) refrain from conduct that creates or takes advantage of a conflict of interest with Adventist Senior Living, other staff members or residents/clients.

- (e) use their best endeavours to recognise, encourage and utilise the talent, strengths and potential of others in the team;
- (f) be accountable for their actions and to comply with the organisation's standards of equity, justice, fairness and compassion when dealing with others within and outside of the Workplace;
- (g) refrain from behaving in any manner that may unfairly harm the reputation and career prospects of the organisation and/or others;

4.5. Adventist Senior Living Executives and Directors are, in addition to the above requirements, expected to:

- (a) act with independence, accuracy and integrity in their dealings with the Adventist Senior Living board, board committees, auditors, other senior managers and all external stakeholders;
- (b) ensure dealings with Adventist Senior Living Personnel, stakeholders and the general public are transparent;
- (c) demonstrate and promote a high standard of conduct with respect to honesty, fairness, integrity, diligence and competency;
- (d) comply with the spirit, as well as the letter, of the law and with the principles of this Code; and
- (e) Uphold the values of Seventh-day Adventist Aged Care (North New South Wales) Ltd

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name,
address and
occupation of
person making
the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter
declared to in
numbered
paragraphs*

2

1. I declare that (*place a tick or cross in applicable box*):

- ☐ Since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia.
- ☐ Since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia.

2. I declare that I have never been:

- (a) convicted of murder or sexual assault; or
- (b) convicted of, and sentenced to imprisonment for, any other form of assault.

I acknowledge that continued employment with Adventist Senior Living is conditional upon a satisfactory outcome of the check which I have consented to.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of
person making
the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of
person before
whom the
declaration is
made (see over)*

7

8 *Full name,
qualification and
address of person
before whom the
declaration is
made (in printed
letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

What is the NDIS Worker Screening Database ?

The [NDIS Quality and Safeguards Commission](#) operates the NDIS Worker Screening Database. The database records personal information about applicants and the outcomes of their applications. NDIS employers can verify applications and view the outcome of NDIS volunteer screening applications via the database.

How do I register with the Database - This is a 2-step process. Log on to Service NSW and register by following the steps below:-

Step 1: Lodge an online application

- a. Log on to <https://www.service.nsw.gov.au/transaction/ndiswc-apply>
- b. Select the 'Apply online' button
- c. Log in or create your MyServiceNSW Account
- d. Follow the prompts to complete the online form making sure you tick "volunteer" in the appropriate box so that you don't have to pay for the check

To complete the online application, you'll need:

- 4 original identity documents (not photocopies, photos or scans) such as:
 - Australian driver license
 - Australian passport
 - Medicare card
 - Utility bill (gas, water, electricity, telephone, mobile phone, internet).
- Please note: If you do not have the [minimum identity documents](#) you may still be able to apply online using [special provisions](#).

Seventh-day Adventist Aged Care NDIS Quality and Safeguards Commission registration number **4056077746** or begin typing the name of the organising **Seventh-day Adventist Aged Care (NSW)** and select **Seventh-day Adventist Aged Care (NSW)**

- your current and previous addresses (if applicable) for the last 5 years
- your name, and if applicable, previous names you've been known by throughout your life your email address (mandatory) and phone number
- to give consent to a criminal history check, and to your identity, criminal and workplace records, and other information about you being shared with other agencies involved in NDIS regulation and worker screening
- to provide information from your history about other worker screening checks, court orders relating to child protection, crimes committed overseas and workplace misconduct matters
- if you're under 18, your parent/legal guardian's personal details, phone number, email address and consent to your application

You'll be sent a confirmation email with an application number. Please send the application number to Wendy Hunter as soon as possible so that she can begin checking for it in the NDIS portal.

Step 2: Visit a Service NSW Centre within 14 days (2 weeks)

You'll need the following: -

- your application number (contained in your confirmation email)
- your original identity documents (not photocopies, photos or scans)
- the application fee (\$105.00 or free for volunteers)
- to have your photo taken

Service NSW will send your application to the NDISWC screening agency for processing.

WHAT IS A WHISTLEBLOWER DISCLOSURE?

A special form of disclosure that is recognised by the law and entitled to special protections. Whistleblower disclosures are used to report actual or reasonably suspected wrongdoing in relation to Adventist Senior Living (ASL) Residential Care Facility and Home Care.

WHAT IS "WRONGDOING"?

- Misconduct or an improper state of affairs (this is a broad term that includes just about any kind of "bad deed", from theft and embezzlement to assault and bullying).\ with respect to ASL Residential Care Facility and Home Care.
- A reportable incident (as defined under the Serious Incident Response Scheme (SIRS)).



Adventist[®]
Senior Living

Whistleblower Policy

at Adventist Senior Living



adventistseniorliving.com.au

Document CLIN 2_B05 | Owner: CEO | Issue Status Approved
Date Implemented: 31.07.2025 | Review Date: 31.07.2025
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WHEN TO BLOW THE WHISTLE

Generally, whistleblowing may be an option if:

- You have some connection to ASL Residential Care Facility and Home Care (e.g., you are a staff member, {Consumer} or {Resident or Client}'s family member/carer)
- You have a reasonable suspicion that a serious incident of wrongdoing that relates to ASL's Residential Care Facility and Home Care has occurred or will occur, and
- Your disclosure meets the eligibility requirements (refer to Is Whistleblowing the Best Option?). If whistleblowing is not the best option for you, you may be able to use other reporting procedures such as our Feedback and Complaints or Incident Management procedures.

WHY BLOW THE WHISTLE?

So that we can investigate and address wrongdoing.

HOW TO REPORT

If you wish to make your whistleblower disclosure to us, contact one of our Officers. Andrew Bailey CEO or Deidre Hiscox Quality and Compliance Manager wpo@adventistseniorliving.com.au

If you wish to make your whistleblower disclosure directly to an external agency such as the Aged Care Quality and Safety Commissioner or Australian Securities and Investments Commission (ASIC) this will be a matter for you to arrange with that agency.

WHAT WE WILL DO

We will assess your disclosure for appropriate action, including:

- commencing an investigation
- protecting your identity
- protecting you from detriment – although our ability to do this will be greater for current employees than for whistleblowers outside the Organisation.

Your report will be taken seriously, and we will strive to ensure that you are protected and supported. You may be entitled to legal protections under the Aged Care Act 1997 (Cth) and/or Corporations Act 2001 (Cth), as detailed in the Whistleblower Policy.

CAN A REPORT BE ANONYMOUS?

If you report directly to us, yes, you may remain anonymous or give your name, it's up to you. However, if you provide your identity, this will help us to oversee your wellbeing. It may limit our ability to conduct a thorough investigation if we are not able to contact you to obtain further information about the wrongdoing you have disclosed.

If you report to the Aged Care Quality and Safety Commissioner, the Commissioner will require you to provide your name.

WHAT TO DO IF YOU ARE CONSIDERING MAKING A REPORT

- Read the Whistleblower Policy which is available to you in AUSMED or on the website under resources.
- Determine if blowing the whistle is the best option for you.
- If whistleblowing is the best option, follow the instructions under How to Make a Whistleblower Disclosure.

WHO TO SPEAK TO ABOUT THIS POLICY OR TO OBTAIN ADDITIONAL INFORMATION BEFORE MAKING A DISCLOSURE

> Speak to one of our Whistleblower officers