



Rangi Ruru  
Girls' School

## Policy Statement Protected Disclosures

### Purpose

This policy is to provide information and guidance to employees of the School who wish to report serious wrongdoing within the School. The policy is issued in compliance with the Protected Disclosures Act.

### Guidelines

1. A protected disclosure is a disclosure made by an employee where he or she believes on reasonable grounds serious wrongdoing has occurred. Employees making protected disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the protected disclosure.
2. Serious wrongdoing, for the purposes of this policy, includes any of the following:
  - Unlawful, corrupt, or irregular use of School funds or resources.
  - An act or omission or course of conduct:
    - o which seriously risks public health or safety or the environment; or
    - o that constitutes an offence; or
    - o that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
    - o constitutes serious risk to the maintenance of law.
3. Before making a protected disclosure, the employee should be sure the following conditions are met:
  - The information is about serious wrongdoing in or by the School; and
  - The employee believes on reasonable grounds the information is true or is likely to be true; and
  - The employee wishes the wrongdoing to be investigated; and
  - The employee wishes the disclosure to be protected.
4. Any employee of the School can make a protected disclosure. For the purposes of this policy an employee includes:
  - Current employees and principal
  - Former employees and principals
  - Contractors supplying services to the School.
5. An employee who makes a protected disclosure and who has acted in accordance with the procedure outlined in this policy:

- Will, have his or her protected disclosure treated with the utmost confidentiality.
- May access the anti-discrimination provisions contained in section 66 of the Human Rights Act 1993;
- Will not be liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made a protected disclosure or referred a protected disclosure to an appropriate authority including those listed in clause 6 (b) of the Procedure.

The protections provided in this section will not be available to employees making allegations that they know to be false or where they otherwise act in bad faith.

6. The School will take all allegations seriously and will investigate every allegation through appropriate means. The School recognises that it has a duty of care to those making a disclosure, and to those under investigation, and shall safeguard their rights to a thorough, objective and timely investigation.

**Dated:** February 2024

**Review:** February 2027

**Reviewed by:** Appointment, Remuneration and Development

Protected Disclosure Procedure