



TABLE TENNIS NEW SOUTH WALES INC

Policy Name:	TTNSW Whistleblower Policy
Approval Date:	Approved – July 2022

NOTE: This Policy is enacted pursuant to rule 45.1 and rule 52 of the TTNSW Constitution.

Part 1 – PURPOSE

The purpose of this policy is to provide a mechanism that enables Members to feel comfortable and confident in reporting any wrongdoing and that the matter will be handled in a confidential and professional manner without compromising the whistleblower in any way.

Part 2 – RESPONSIBILITY

The following persons are responsible for ensuring compliance with this policy:

- Member Protection Officer.
- TTNSW Office.

Part 3 – PROCESSES AND PROCEDURES

TTNSW encourages all Members to report wrongdoing. TTNSW's attitude is 'if in doubt, report it'. All Members should feel confident and comfortable about reporting wrongdoing. TTNSW is committed to protecting and supporting the dignity, wellbeing, career and good name of anyone reporting wrongdoing.

What is Wrongdoing?

Examples of wrongdoing include, but are not limited to:

- A breach of regulations or laws including all TTNSW, TTA, ITTF-Oceania, ITTF and any other table tennis specific rules and regulations.
- A breach of any TTNSW policy and/or code.
- Dishonest or corrupt behaviour, including but not limited to soliciting, accepting or offering a bribe, facilitation payments or other such benefits.
- Fraudulent activity.
- Illegal activity, including but not limited to theft, drug sale and/or use, violence or

threatened violence and property damage.

- Impeding internal or external audit processes.
- Improper behaviour relating to financial management, accounting, internal accounting controls and audit matters.
- Serious impropriety.
- Conduct endangering health or safety.
- Mismanagement of TTNSW resources.
- Conduct that is detrimental to TTNSW's financial position or overall reputation.
- Concealment of wrongdoing.

Reporting Wrongdoing

A Member can report wrongdoing through the following channels:

- The TTNSW Office.
- The TTNSW Member Protection Officer.
- The TTNSW President or TTNSW Deputy President.
- Any other TTNSW Board member.
- An anonymous letter.

The Member is encouraged to first discuss their concern with their Member Protection Officer, however they may choose any channel they feel is most appropriate. Any person that submits or receives a report of wrongdoing must treat the matter confidentially.

This policy does not prevent a Member from reporting wrongdoing to any Regulatory Authority under any applicable laws or prudential standards.

Investigation of Wrongdoing

All reports of wrongdoing raised through any channel will be investigated using relevant TTNSW policies and/or codes. Members reporting wrongdoing can be assured they will be protected and that the investigation will be conducted in a confidential and objective manner and in accordance with the principles of fairness and natural justice.

The investigation processes will vary depending on the nature of the wrongdoing and the amount of information provided. For a report to be investigated, it must contain sufficient information to form a reasonable basis for investigation.

A whistleblower will always be informed of the outcome of the investigation. In cases where the investigation has not substantiated the report, an appropriate explanation will be made to the whistleblower, subject to any privacy and confidentiality requirements.