

SPEAK OUT

If you notice something that doesn't seem right, don't keep it to yourself



If you've seen or heard anything in the Calvary workplace that you feel is corrupt, illegal, unethical or undesirable, you can report it confidentially and without any risk of reprisal.





What is the Speak Out Program?

The Speak Out Program is a service that provides employees the opportunity to report corrupt, illegal, unethical or undesirable behaviour in the workplace. This service has been put in place because Calvary recognises that whilst it encourages you to disclose such information internally, there are times when you may not feel comfortable doing so.

If you feel that something isn't quite right at work, through the Speak Out Program you can share your concerns confidentially and, if you elect, anonymously. The Program facilitates the reporting of incidents relating to harassment and bullying, (both experienced and observed), theft, fraud and any other perceived inappropriate or illegal conduct.

Confidentiality

Essential to the Speak Out Program is the protection of the caller, with confidentiality a key component of this. You should feel confident in contacting the Program, through an independent company, Optum, without fear of reprisal. Callers will be asked if they wish to identify themselves or remain anonymous, with callers in no way obligated to provide any identifying information. It is important to understand that applicable Australian Law, including but not limited to the Australia Corporations Act and the Protected Disclosures Act, restricts retaliation against you.

What does Optum do with the information?

Optum acts solely as a conduit for recording and reporting information received through the Program. After receiving a call, Optum follows a structured feedback process, which involves sending an incident report to the nominated key representative within our organisation. The content of this incident report is in accordance with the law, ethical rules and company policies, such as ensuring the caller's details remains anonymous, unless they specifically elect to have this information disclosed.

It is here that Optum's role ends. They will not be involved in any investigation or follow-up process or making any decisions relating to the information provided.

How do I speak out?

By calling Optum's dedicated, toll free number which is accessible 24 hours a day, 7 days a week, all year round.

Ph: 1800 582 551



Hospitality
Healing
Stewardship
Respect



To find out more read the
'Speak Out Procedure' on the
Calvary Connect website:
<http://connect.calvarycare.org.au>

SPEAK OUT

Call the SPEAK OUT Hotline on
1800 582 551

Continuing the Mission of the Sisters of the Little Company of Mary

 **Calvary**