



# Whistle-Blower Policy

## 1. Intent

The purpose of this Policy is to ensure that the University is compliant with the *Whistle-Blower Act 2020*, passed by Parliament on the 18<sup>th</sup> of February 2020. The Policy sets out the University's obligations under the Act in receiving and assessing disclosures of improprieties, and ensuring that the whistle-blower is not subject to adverse actions as a result of making such disclosures.

## 2. Scope

This Policy covers employees of the University and its affiliated colleges.

## 3. Definitions

**3.1 Disclosure:** disclosure of information made by an employee that may show that the employee's employer, or another employee of the employer, has engaged in, is engaging or intends to engage in conduct that constitutes impropriety.

**3.2 Impropriety:** means any of;

- a) a criminal offence;
- b) a failure to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health or safety of an individual;
- e) environmental damage;
- f) unfair discrimination;
- g) deliberately concealing any conduct referred to in paragraphs a) to f).

**3.3 Occupational detriment:** in relation to an employee means;

- a) being subjected to any disciplinary action; or
- b) being dismissed, suspended, demoted, harassed, or intimidated; or
- c) being transferred to a different position against the employee's will; or
- d) being refused transfer or promotion; or
- e) being subjected to a term or condition of employment or retirement which is altered to the employee's disadvantage; or
- f) being refused a reference or being provided with an adverse reference; or
- g) being denied appointment to any employment or office; or
- h) being threatened with any of the actions referred to in paragraphs a) to g); or
- i) being adversely affected in respect of the employee's employment, profession or office in any other way.

#### 4. Policy

- 4.1 The University is committed to legislative compliance, honest and ethical behaviour, and good corporate governance. The University is subject to compliance with the *Whistle-Blower Act 2020*, and therefore has obligations related to the management of whistle-blowing disclosures of impropriety, and must protect employees making disclosures from reprisals.
- 4.2 The University will promote the public interest by facilitating whistle-blowing disclosures, ensuring proper assessment and investigation, giving appropriate consideration to the interests of employees making whistle-blower disclosures, and ensuring protection from reprisals.
- 4.3 An employee who has engaged in, is engaging or intends to engage in conduct that constitutes impropriety will be dealt with using various Policies and Procedures of the University as identified in Clause 5.

#### 5. Related Policy Instruments

- 5.1 PNGUoT Fraud and Corruption Policy
- 5.2 PNGUoT Staff Code of Conduct
- 5.3 Standard Terms and Conditions of the Non-Citizen Contract Staff
- 5.4 Terms and Conditions of the Citizen Contract Staff
- 5.5 Terms and Conditions of Permanent Staff

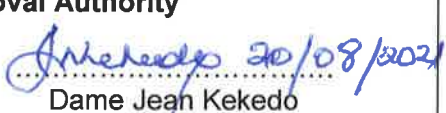
#### 6. Schedules/Appendices

- 6.1 Appendix 1 - Whistle-Blower Reporting Procedure

#### 7. Related Documents and Legislation

- 7.1 Whistle-Blower Act 2020
- 7.2 Papua New Guinea University of Technology Act 1986
- 7.3 Papua New Guinea National Qualifications Framework 2<sup>nd</sup> Edition

#### 8. Approval Details

|                                                                                                                                                    |                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Policy Sponsor</b>                                                                                                                              | Vice Chancellor                                     |
| <b>Approval Authority</b><br><br>Dame Jean Kekedo<br>Chancellor | University Council<br><br>...../...../ 2021<br>Date |
| <b>Date for next Major Review</b>                                                                                                                  | September 2023                                      |

#### 9. Revision History

| Version  | Approval Date | Implementation Date | Details            | Author                                               |
|----------|---------------|---------------------|--------------------|------------------------------------------------------|
| UP_WBP01 | 23/11/2020    | 23/11/2020          | Policy Established | Professor Paul Gadek, JCU, Australia and, PNGUoT GPU |

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| <b>Keywords</b> | Whistle-Blower; impropriety; disclosures; occupational detriment. |
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## Appendix 1

### Whistle-Blower Reporting Procedure.

1. Employees can make a disclosure to the Registrar. The Vice Chancellor has overall responsibility for ensuring compliance with the *Whistleblower Act 2020*, including investigation, support for disclosures and taking action in response to any findings of wrongdoing.
2. Anonymous persons can also make disclosures in good faith to the Registrar, the Vice Chancellor, the Senior Executive Management or the Council.
3. Disclosures can be made by contacting;

The Registrar  
PNG University of Technology  
Private Mailbag  
LAE  
Morobe Province

Phone: 473 4250 / Mobile 72055167  
Email: [veronica.thomas@pnguot.ac.pg](mailto:veronica.thomas@pnguot.ac.pg)

The Vice Chancellor  
PNG University of Technology  
Private Mailbag  
LAE  
Morobe Province

Phone: 473 4201  
Email: [ora.renagi@pnguot.ac.pg](mailto:ora.renagi@pnguot.ac.pg)

4. Where impropriety concerns the Senior Executive Management, disclosures can be made to;

The Chancellor  
Council Secretariat  
PNG University of Technology  
Private Mailbag  
LAE  
Morobe Province

Phone: 473 4252  
Email: [nethon.milifala@pnguot.ac.pg](mailto:nethon.milifala@pnguot.ac.pg)

5. To assist in the assessment and any subsequent investigations, disclosures are requested to provide contact details and as much information as possible about the suspected wrongdoing.
6. The disclosure will be assessed in accordance with the Whistle-Blower Act 2020, this policy and procedures, and any other relevant policy documents.
7. A disclosure is a protected disclosure if it is made in good faith, in accordance with this reporting procedure, and the employee does not commit an offence by making it.
8. An employee who makes a protected disclosure and believes that, as a result of the disclosure, the employee may be, or has been, subject to occupational detriment, may request a transfer to another position with the University. The University will comply if reasonably practicable.
9. Disclosures should be made using the prescribed process of the University as identified in clauses 1, 2, 3 and 4.
10. All disclosures will undergo a filtering process by the Registrar.
11. Note that under the Act, a person who intentionally makes a false or misleading disclosure commits an offence.



# THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

## WHISTLEBLOWER REPORTING FORM

When disclosing of information relating to an impropriety, the form below is to be filled.

### WHISTLEBLOWER DISCLOSURE FORM

FULL NAME

SURNAME:

GIVEN NAME:

☐ Mr ☐ Mrs ☐ Ms ☐ Others

Contact Details

Phone:.....

Email: .....

Residence & / Postal Address.....

Date of Disclosure

Disclosure

I confirm that the above disclosure is made in good faith and is true to the best of my knowledge.

Signature

Date