

**[CHURCH NAME]**  
**POLICIES AND PROCEDURES**  
**WHISTLEBLOWER PROTECTION POLICY**

**PURPOSE**

The purpose to this policy is to:

- a. Encourage the reporting of matters that may cause harm to individual or financial or non-financial loss to [Church Name] or damage to its reputation.
- b. Enable [Church Name] to deal with reports from whistleblowers in a way that will protect the identity of the whistleblower as far as possible and provide for the secure storage of the information provided.
- c. Establish policies for protecting whistleblowers against reprisal by any person internal or external to the entity
- d. Provide for the appropriate infrastructure
- e. To ensure [Church Name] maintains the highest standards of ethical behavior and integrity.

**GUIDELINES**

**Concerns Regarding Illegal or Corrupt Behavior**

Where an employee or volunteer of [Church Name] believes in good faith on reasonable grounds that any other employee, volunteer or contractor has breached any provision of the general law, that employee must report their concern to:

- Their Supervisor: or if they feel that their Supervisor may be complicit in the breach
- The Assistant Pastor: or if they feel that the Assistant Pastor may be complicit in the breach,
- The Senior Pastor: or if they feel that the Senior Pastor may be complicit in the breach,
- The church's nominated Whistleblower Protection Officer (WPO): or if they feel it is necessary,
- A person or office independent of [Church Name] nominated by the church to receive such information or
- The duly constituted authorities responsible for the enforcement of the law in the relevant area.

The person making their concern known shall not suffer any sanctions for [Church Name] on account of their act in this regard providing their actions:

- Are in good faith, and
- Are based on reasonable grounds, and
- Conform to the designated procedures

Any such person within [Church Name] to whom such a disclosure is made shall:

- If they believe the behavior complained of to be unquestionably trivial or fanciful, dismiss the allegation and notify the person making the allegation of their decision
- If they believe the behavior complained of to be neither trivial nor fanciful, ensure that the allegation is investigated, a finding is made and the person making the allegation is informed of the finding.

Any such investigations shall observe the rules of natural justice and the provisions of the procedural fairness.

Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by [Church Name].

### **Concerns Regarding Improper or Unethical Behavior**

Were an employee of [Church Name] believes in good faith on reasonable grounds that any other employee, volunteer or contractor has breached any provision of [Church Name]'s constitution or its code of conduct or generally recognized principles of ethics, that employee/volunteer may report their concern to:

- Their Supervisor: or if they feel that their Supervisor may be complicit in the breach
- The Assistant Pastor: or if they feel that the Assistant Pastor may be complicit in the breach,
- The Senior Pastor: or if they feel that the Senior Pastor may be complicit in the breach,
- The church's nominated Whistleblower Protection Officer (WPO): or if they feel it is necessary,
- A person or office independent of [Church Name] nominated by the church to receive such information

The person making their concern known shall not suffer any sanctions for [Church Name] on account of their actions in this regard providing their actions:

- Are in good faith, and
- Are based on reasonable grounds, and
- Conform to the designated procedures

Any such person within [Church Name] to whom such a disclosure is made shall:

- If they believe the behavior complained of to be unquestionably trivial or fanciful, dismiss the allegation and notify the person making the allegation of their decision
- If they believe the behavior complained of to be neither trivial nor fanciful, ensure that the allegation is investigated, a finding is made and the person making the allegation is informed of the finding.

Any such investigations shall observe the rules of natural justice and the provisions of the procedural fairness.

Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by [Church Name].

**SIGNATURES**

\_\_\_\_\_  
[Church Name] Whistleblower Protection Officer *Date*  
Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
*Senior Pastor* *Date*  
Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date Revised: \_\_\_\_\_