

## Speaking Up Policy

### What is the purpose of this policy?

1. The purpose is to provide guidance on the range of options available to 'speak-up' in relation to wrongdoing concerns that could damage the integrity of Education New Zealand (ENZ).
2. We are committed to providing a safe and secure work environment that values our people. As a good employer, we comply with legislative requirements, and we encourage best practice by supporting a 'speak-up' culture where your courage in doing so is respected and protected.
3. We recognise that employees who report wrongdoing are helping to promote integrity, accountability and good management within the organisation, and reporting is highly valued.
4. We are committed to providing multiple ways for employees to raise concerns about wrongdoing and having processes in place to receive and manage these concerns.
5. We are committed to protecting the confidentiality of employees who raise concerns as far as is reasonably practicable, and endeavour to take steps to safeguard their welfare during and after the reporting process.

### Who is covered by this policy?

6. We will apply this Speaking Up Policy to all ENZ employees except where their location or local legislation makes it impractical to do so.

### What are the options for raising concerns?

Informal	Through reporting lines
Employees can ask a question or speak privately to someone they trust in the organisation. They can raise a question in an open forum, such as at a team meeting or all staff forum.	Employees can discuss an issue or make a formal complaint to a people leader.
Directly to the Chief Executive (CE)	Protected disclosure
Employees can raise any concerns about possible wrongdoing directly with the CE.	For serious wrongdoing concerns, employees based in New Zealand can make a disclosure in accordance with the Protected Disclosures Act. They can do this by talking to a designated impartial person within the organisation who is independent of the possible wrongdoing. They can also talk to a range of external authorities about a protected disclosure. Please refer to our Protected Disclosures Procedure for more guidance.

7. The Director People and Capability is the designated person that employees can talk to about any concerns regarding wrongdoing. However, employees can raise such concerns with others, as set out above.
8. If a people leader receives a concern of wrongdoing, they should seek guidance from a Leadership team member or the People & Capability team on how best to respond to the concern being raised.
9. There are a variety of ways that employees can raise concerns. What option is most appropriate will depend on the circumstances of the situation, the seriousness of the matter, and what is most comfortable for the discloser.
10. Employees who wish to raise concerns about wrongdoing have the option to do so anonymously. Doing so may limit ENZ's ability to undertake a full investigation, but there may be other ways that the concerns can be addressed.
11. Employees raising a concern can also disclose their identity to ENZ but request that their identity is kept confidential. ENZ will endeavour to protect the confidentiality of people who raise concerns as far as is reasonably practicable and will take steps to safeguard their welfare during and after the reporting process. However, confidentiality is not always possible (for example, if ENZ carries out an investigation, we will likely need to disclose details of your complaint to the alleged wrongdoer in countries where this is in line with local legislation).
12. If you choose to raise your concerns confidentially, and it later becomes necessary to disclose your identity to address the concerns, ENZ will communicate with you and provide appropriate support.

### What happens when a concern is reported?

13. Any concern that is raised will initially be reviewed to determine whether it qualifies as a protected disclosure under the Protected Disclosures (Protection of Whistleblowers) Act 2022. If it is, it will be dealt with under our Protected Disclosure Procedure.
14. The person the matter is raised with will consider how to address the concerns raised. If the concerns relate to the Leadership team, then the CE will have responsibility for how to address the concerns and if the concerns relate to the CE, the Board Chair will have responsibility for addressing the concerns. In some circumstances, an investigation may be necessary.
15. An investigation may not be required in every situation and concerns raised should be resolved at the lowest appropriate level.
16. If ENZ decides that an investigation is warranted, then it will ensure those who carry out the investigation are skilled, experienced, and independent from the matter reported.
17. ENZ will follow local employment legislation when carrying out any investigations. In New Zealand, in line with local legislation, any person implicated in a report of wrongdoing will be provided with information about the investigation and the opportunity to respond to evidence or findings at an appropriate time, in accordance with all relevant legal considerations.
18. The person who raised the concern will be kept regularly updated and supported throughout the investigation (and management will be informed as appropriate).
19. We will specify who will make any decisions on investigation findings, how decisions are reached, and ensure that the resolutions and actions are fair and reasonable. It may not be appropriate to share the outcome or resolution in every case.
20. All reports of potential wrongdoing will be centrally recorded within a restricted area of SharePoint. The Director People & Capability is responsible for tracking, monitoring, and reporting all cases of potential wrongdoing to the Chief Executive.

### How are concerns dealt with?

21. All concerns reported to organisations will be assessed and acted on in a timely way.
22. ENZ will work to ensure a fair and impartial process that results in fair and reasonable outcomes.
23. ENZ will designate a person to communicate with the person who has raised the concern. This includes advising of a resolution being reached.
24. ENZ will take immediate action to keep anyone who raises a concern safe. Designated support will be provided from the time a concern is raised, is managed and monitored constantly, and is available for as long as required.

### What support is available?

25. Supporting and protecting people if they are concerned about possible wrongdoing is a vital part of the system. People must be able to raise any concerns, no matter how big or small, without fear of punishment or reprisal (except where an employee makes a disclosure or an allegation in bad faith, such as where they know that it is untrue, or do so without having any reasonable grounds for believing it is true).
26. Your manager and the People & Capability team are available to support.
27. You have access to our Employee Assistance Programme (EAP), for confidential counselling.
28. ENZ will work to protect people from reprisal and repercussion. The experience of the person who raises the concerns will be monitored throughout and after the process. If there are repercussions, then the organisation will respond appropriately.

The People & Capability team can assist you with any aspects of this policy.