



Protected Disclosure Policy

Key points I need to know

- Serious wrongdoing includes, but is not limited to, corruption, criminal offences, breaches of legal obligations, or actions or omissions that pose a significant risk to health, safety, or wellbeing of individuals.
- Anyone who believes that serious wrongdoing has occurred has the right to make a protected disclosure.
- To receive protection, a person must genuinely believe their allegation is true and act in good faith. Protection does not apply if the disclosure is made maliciously or without genuine belief.
- Protected disclosures can be made internally or externally to an appropriate authority
- Protection extends to individuals who provide information in support of a protected disclosure.
- Individuals making protected disclosures are immune from civil, criminal, or disciplinary action arising solely from making the disclosure, and internal policies cannot override these legal protections.

Policy Statement

Hohepa Wellington is committed to fostering an open, transparent, and safe organisational culture in which serious wrongdoing can be reported without fear of retaliation. This policy affirms that anyone who makes a protected disclosure has the right to do so in good faith and will be supported and protected in accordance with the Protected Disclosures Act 2022.

Protected disclosures provide an important opportunity to identify and address serious wrongdoing, strengthen accountability, and improve the safety, integrity, and quality of our services. Hohepa Wellington will ensure that disclosures are treated seriously, managed respectfully, and investigated fairly and impartially.

Individuals making a disclosure will be supported throughout the process, their confidentiality respected wherever possible, and protection from retaliation guaranteed. A disclosure is protected even if, upon investigation, no actual wrongdoing is found, provided it was made honestly and in good faith.

Responsibility

General Manager

Key Principles

- **Confidentiality:** The identity of discloser will be kept confidential to the fullest extent possible, and in accordance with legal obligations.
- **Timeliness:** Disclosures will be acknowledged, assessed, and progressed within reasonable timeframes. The discloser will be kept informed of progress where appropriate.



- **Protection from Detriment:** Retaliation, disadvantage, or adverse treatment against a person who makes a protected disclosure in good faith, will not be tolerated. Allegations of retaliation will be treated seriously and addressed promptly.
- **Support:** Will be offered to disclosers, which may include access to employee assistance programs, guidance on process, and reassurance around protections.

Scope

This policy shall apply to all people who receive support and services from Hōhepa, all employees, contractors, volunteers and related service providers.

Definitions

Serious Wrongdoing: any act, omission, or conduct in a public or private workplace that constitutes a criminal offence, poses a serious risk to public health, safety, the environment, or the law, or involves corrupt use of public funds or resources.

Protected Disclosure: A person who makes a protected disclosure (a “discloser”) is protected from retaliatory or disciplinary action and has immunity from civil, criminal, or disciplinary proceedings relating to the disclosure, provided it is made in accordance with the Act.

Conditions for disclosure

To be treated as a Protected Disclosure under this policy and the Protected Disclosures (Protection of Whistleblowers) Act 2022, the following conditions must be met:

- The information relates to serious wrongdoing in or by the organisation.
- The person believes on reasonable grounds that the information is true or is likely to be true; and
- The disclosure is made to an appropriate person or authority in accordance with this policy and the Act.

Who can make a protected disclosure?

A protected disclosure may be made by a current or former employee of the organisation, including contractors, subcontractors, employees of a contractor or subcontractor or volunteers, who obtain information about serious wrongdoing through their work or involvement with the organisation.

It is Hōhepa policy that any person may be given the opportunity to make a protected disclosure if they do not wish their identity to be disclosed. This means that other persons (such as families/advocates of people we support, visitors or members of the public) could be covered by Hōhepa’s Protected Disclosure policy.

These disclosures will be managed in accordance with this policy where appropriate; however, the statutory protections available under the Act may only apply where the person meets the definition of a “discloser” under the Act.



References

Protected Disclosures Act 2022

[Protected Disclosures Act 2022 Summary of Guidance](#)

Associated Documents

Protected Disclosure Procedure

Ngā Paerewa Health and Disability Sector Standards – NZS 8134.2021

Abuse Policy

Privacy Policy

[Incident Reporting Policy](#)

Critical Incident Reporting Guidelines

Open Disclosure Policy

Complaint Policy

Document Control	
Consultation with:	Director of Services
Document Owner:	General Manager
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