



Yachting New Zealand Reporting Concerns Policy “Whistleblowing”

1. Purpose

Openness, integrity and accountability are important to Yachting New Zealand. This policy has been developed for the purpose of:

- a) facilitating the disclosure and investigation of cases of serious wrongdoing in or by Yachting New Zealand, and
- b) protecting those individuals who make disclosures of information about serious wrongdoing in or by Yachting New Zealand.

This policy sets out Yachting New Zealand’s procedures in respect of the disclosure and investigation of cases of serious wrongdoing in or by Yachting New Zealand, as well as the protections that apply to the person who made the disclosure. This policy is designed to meet the requirements of the [Protected Disclosures Act 2000](#) as well as complement and sit alongside Yachting New Zealand’s existing policies, which can be found under the [Governance](#) section on the website.

If you are uncertain about how best to address a particular concern, please report it regardless and we will ensure that it is addressed under the appropriate policy.

2. Scope (application)

This policy applies to Yachting New Zealand employees (including secondees, contractors, and consultants), volunteers, directors and officers of Yachting New Zealand.

[Serious wrongdoing](#) (as defined by the Act) includes any breach of law, regulation or rule, or generally unethical behaviour, but examples include corrupt or improper use of money or resources, negligent mismanagement, or conduct that constitutes a serious risk to public health, public safety or the environment carried out by someone within Yachting New Zealand.

3. Procedure

An individual may report the serious wrongdoing to any of the people listed at Appendix 1. The person who the serious wrongdoing is disclosed to will oversee the investigation of the allegations.

If there has been no action in relation to the disclosure within 20 working days, or the individual believes on reasonable grounds that there is an exceptional circumstance or

justified urgency, the individual may report the serious wrongdoing to an [appropriate authority](#) as defined by the Act.

- a) The investigation will include the following steps:
 - i) acknowledging receipt of the disclosure as soon as practicable;
 - ii) informing the CEO of the disclosure or, where it is believed the CEO may be involved in the serious wrongdoing, the Board;
 - iii) assessing the information provided to determine whether further investigation is required (if further investigation is not required, the person who made the disclosure will be informed of the decision) and/or whether the matter should be referred to a third party agency (for example, the Police) for investigation;
 - iv) planning the investigation;
 - v) informing the person who made the disclosure of the indicative timeframe for completing the investigation;
 - vi) informing the person who made the disclosure advised if their disclosure or identity is unable to be kept confidential and the reasons for this;
 - vii) conducting and documenting the investigation (Yachting New Zealand may engage independent experts to assist with the investigation, if required);
 - viii) reporting the findings of the investigation, together with any recommendations, to the CEO or, where it is believed the CEO may be involved in the serious wrongdoing, the Board; and
 - ix) reporting the conclusion of the investigation and next steps (if any) to the person who made the disclosure.

4. Protections

Any person who discloses information about serious wrongdoing in good faith and in accordance with this policy will not be subject to dismissal, demotion, harassment or any other form of retaliatory action. However, this protection does not apply where the person making the disclosure:

- a) committed or played any part in the serious wrongdoing;
- b) knows the allegations are false or otherwise acts in bad faith; or
- c) discloses information publicly or through the media.

The person who the serious wrongdoing is disclosed to must not disclose information that might identify the person who made the disclosure of serious wrongdoing, unless:

- a) the person consents in writing to the disclosure of that information; or
- b) the person who the serious wrongdoing is disclosed to reasonably believes that disclosure of identifying information is essential for the effective investigation of the allegations or having regard to the principles of natural justice – for example,



the person who the disclosure relates to may need to know the identity of the person who made the disclosure to be able to adequately respond to the allegations.

5. Reference

Further information regarding protected disclosures can be found in the [Protected Disclosures Act 2000](#) and [Ombudsman: Guide to Protected Disclosures / Whistleblowing](#)

Appendix 1: Contact Details

Contact Details for the reporting of serious wrongdoing or if you are unsure of where to go to for help:

Name	Organisation	Position	Email	Mobile
David Abercrombie	Yachting New Zealand	CEO	dabercrombie@yachtingnz.org.nz	021 489 121
Ross Blackman	Yachting New Zealand	Board Chairman	rossblackman@gmail.com	021 0249 2837
Viki Moore	Yachting New Zealand	Board Member	viki.moore@icloud.com	021 438 977
Paul Heron	Sport New Zealand	Partnership Manager	paul.heron@sportnz.org.nz	021 281 2305
Dianne Logan	Yachting New Zealand	HR Manager	dianne@yachtingnz.org.nz	0274 362 197
Ian Stewart	Yachting New Zealand	HP Director	ianstewart@yachtingnz.org.nz	021 281 1717