



**BRISBANE SPORTING
CAR CLUB LTD**

WHISTLEBLOWER POLICY

This Policy was last reviewed and updated on 14 April 2025

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POLICY

Brisbane Sporting Car Club Limited (*BSCC*) requires directors, officers, employees and volunteers (*persons*) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the *BSCC*, *persons* must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable policies, laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable all *persons* to raise serious concerns internally so that *BSCC* can address and correct inappropriate conduct and actions. It is the responsibility of all *persons* to report concerns about violations of relevant Codes of Conduct or Integrity Policies, or suspected violations of law or regulations, or breaches of policies that govern *BSCC*'s operations.

No Retaliation

It is contrary to the values of *BSCC* for anyone to retaliate against any *person* who in good faith reports an ethics violation, or a suspected violation of law or policy, such as a complaint of discrimination, or suspected fraud, or suspected violation of any policy or regulation governing the operations of *BSCC*. A *person* who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership and/ or employment.

Reporting Procedure

BSCC has an open door policy and suggests that *persons* share their questions, concerns, suggestions or complaints with their supervisor.

If a *person* is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, *persons* are encouraged to speak with *BSCC* Vice-President. Supervisors are required to report complaints or concerns about suspected ethical, policy and legal violations in writing to the *BSCC* Vice-President, who has the responsibility to investigate all reported complaints.

Persons with concerns or complaints may also submit their concerns in writing directly to their supervisor or the *BSCC* Vice-President.

The *BSCC* Vice President is responsible for ensuring that all complaints about breach of policy, unethical or illegal conduct are investigated and resolved. The *BSCC* Vice-President will advise the *BSCC* President and/or the Board of Directors of all complaints and their resolution and will report to the *BSCC* Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The *BSCC* Vice-President shall immediately notify the *BSCC* Treasurer of any concerns or complaint regarding accounting practices, internal controls or auditing, and work with the Board until the matter is resolved.

The *BSCC* Treasurer should discuss with the *BSCC* Accountant whether a contingent liability should be raised in relation to the matter.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

BSCC Vice-President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Related Matters

Refer also to the Codes of Conduct and Integrity Policies issued by motorsport sanctioning bodies with which BSCC may be affiliated.

Compliance Officer

The Vice-President
Brisbane Sporting Car Club Limited
Unit 16 / 23 Ashtan Place
Banyo Qld 4014
vicepresident@bscc.asn.au

Statement of Assent

This document has been reviewed by the BSCC Board and accepted on **14 APRIL 2025**.

Effective 14 April 2025.

Next review August 2025.

Tony Kabel
President
Brisbane Sporting Car Club Limited
14 April 2025.

POLICY DUE FOR REVIEW AUGUST 2025