

Protected Disclosures Policy

Number	GOV1
Owner	Chief Executive
Contact	Governance and Planning Advisor
Approved	August 2025
Next review	2028

Intent

Auckland Museum is committed to the highest standards of honesty, openness, and accountability. This policy supports an environment where serious wrongdoing can be disclosed safely in accordance with the *Protected Disclosures (Protection of Whistleblowers) Act 2022* ('Protected Disclosures Act').

Purpose

The purpose of this policy is to set expectations and commitments relating to reporting and handling of protected disclosures.

Scope

This policy applies to:

- Current, former and temporary employees of Auckland Museum
- Volunteers, contractors and secondees to Auckland Museum
- Those concerned in the governance of Auckland Museum (including the Trust Board, Committees, Taumata-a-iwi, Pacific Advisory Group and other groups established by the Trust Board).

Statement

Auckland Museum supports a culture where people are able to raise concerns about actual, suspected, or anticipated serious wrongdoing. Disclosures made in good faith under this policy are protected from retaliation under the Protected Disclosures Act.

Under this policy, serious wrongdoing includes:

- an offence (e.g. accepting a bribe)
- a serious risk to public health, public safety, the health or safety of any individual, or the environment, or the maintenance of law (e.g. manipulating health & safety or investigation documents to reflect a more favourable position)
- an unlawful, corrupt, or irregular use of public funds or public resources such as grants, leases and other benefits (e.g. directing Museum funds to personal bank

accounts), oppressive, unlawfully discriminatory or grossly negligent conduct or gross mismanagement (e.g. discriminating against others)

1. A fair and consistent approach will be applied to all disclosures.

To the extent that someone becomes aware of any activities of serious wrongdoing, this can be reported, in writing, to any of the following persons at the Auckland Museum:

- a. The discloser's direct manager
- b. Chief Executive
- c. Director People and Organisation
- d. Director Finance, Enterprise and Property Services
- e. Executive Officer
- f. Governance and Planning Advisor
- g. Trust Board Chair

A discloser has the right to report serious misconduct to an appropriate authority (as defined in Section 25) at any time, rather than reporting through the Auckland Museum first. Examples of concerns and relevant appropriate authorities are listed in [Schedule 2](#) of the Protected Disclosures Act.

Within 20 working days of receiving the disclosure, the Chief Executive, or an appropriate alternate, will ensure that the disclosure has been acknowledged, a decision about whether it warrants a full investigation has been made, and that the discloser is advised on how the matter will be dealt with by doing one or more of the following:

- a. Investigating the disclosure
- b. Addressing any serious wrongdoing by acting or recommending an action
- c. Referring the disclosure to an appropriate authority
- d. Deciding that no action is required.

All disclosures must be handled in a manner that is fair, free from bias, and affords natural justice to all people involved.

2. All disclosures will be treated with anonymity and confidentiality.

Auckland Museum encourages openness about concerns and fosters a culture where problems can be discussed and addressed without fear of retaliation. Where a protected disclosure is made, support will be provided to the discloser by applying the following:

- a. The discloser's identity will be kept confidential (unless certain exceptions apply consistent with Section 17 of the Protected Disclosures Act).
- b. The discloser will be protected from civil, criminal and disciplinary proceedings that might otherwise arise 'because of making the disclosure'.
- c. The discloser will be protected from retaliatory action or unfavourable treatment.

- d. The discloser will be protected by the anti-victimisation provisions of the *Human Rights Act 1993*.

3. A discloser will be protected when making a disclosure.

It is in the Auckland Museum’s best interest that serious wrongdoings are reported. A discloser will be protected from any disciplinary action and disadvantage on the grounds that they have reported an alleged serious wrongdoing in good faith.

Protections for a discloser still apply if:

- a. The discloser is mistaken and there is no serious wrongdoing
- b. The Protected Disclosures Act is not specifically referred to at the time of disclosure
- c. The disclosure is also made to another person as long as it is done confidentially, and for the purpose of seeking advice on whether or how to make a disclosure.

The Auckland Museum has zero tolerance for bullying, harassment, or mistreatment of anyone who speaks up. Any such behaviour will be treated as misconduct and managed in accordance with the Discipline Policy.

Associated documents

- Discipline Policy (Internal)

Document history

Version	Review detail	Reason
1.0	Issued and approved by Trust Board on 13 March 2019	
2.0	Review by Audit and Risk Committee in June 2025 and approved by Trust Board on 25 August 2025	To align with new format and comply with legislative change