

## Survey of Organisational Processes and Procedures 2017 Participant Information Sheet

### Who is conducting this research?

**Project leader: Professor A. J. Brown**

**Centre for Governance & Public Policy**

Contact email: [WWTWadmin@griffith.edu.au](mailto:WWTWadmin@griffith.edu.au) / phone: +61 (07) 3735 3986

The Organisational Processes and Procedures Survey is part of the collaborative research project, [Whistling While They Work 2: Improving managerial responses to whistleblowing in public and private sector organisations](#), led by Griffith University's [Centre for Governance and Public Policy](#).

The team also includes four further *university researchers*: Professors Paula Brough, Griffith University; Rodney Smith, University of Sydney; Kath Hall, Australian National University; and Michael Macaulay, Victoria University of Wellington (New Zealand); and five *partner researchers*: Dr Eva Tsahuridu, CPA Australia; Rodney Walsh, Commonwealth Ombudsman; Chris Wheeler, NSW Ombudsman; Warren Day, Australian Securities & Investments Commission; and Chris Lloyd, New Zealand State Services Commission.

The project is funded by the participating universities, 23 supporting organisations listed on the project website, and the Australian Research Council through ARC Linkage Project LP150100386 'Protecting While They Prosper?: Organisational responses to whistleblowing'.

### Why is the research being conducted?

The primary aims of the online Organisational Processes and Procedures Survey is to:

1. Survey organisations' current processes for dealing with integrity issues and challenges, especially for facilitating and managing internal concerns, allegations or reports about wrongdoing, and link the quality of these processes to performance outcomes.
2. Compare responses across Australian and New Zealand public, private and not-for-profit organisations,

Benefits of answering the survey include informing new standards for a wide variety of integrity and wrongdoing processes, and it will also allow better comparison (including benchmarking) of the performance of those processes. Every participant organisation will be able to access a free report outlining the overall (aggregated) findings and recommendations from Integrity@WERQ (available on the project website: [www.whistlingwhiletheywork.edu.au](http://www.whistlingwhiletheywork.edu.au)).

If you have not already done so, the survey will also enable you to register your organisation's interest to participate in Integrity@WERQ – the major component of the Whistling While They Work 2 project.

### Who can participate?

Any organisation with more than 10 employees, based or with significant operations in Australia or New Zealand can complete this survey.

Only one response should be completed for each organisation, on behalf of the organisation. The response should therefore be completed by a senior manager with sufficient knowledge of your organisation's processes and procedures, and who has the authority to respond on behalf of the organisation.

It will take an organisation's representative(s) approximately 30 minutes to complete, depending on where / with whom some information is held in your organisation.

### Participation is voluntary

No person is under any obligation, moral or legal, to assist with this research. You are free to decline to participate in the survey.

By commencing the survey, you indicate you and your organisation's consent to participate in the research. You can withdraw from participation at any time; but if you wish us to delete your unfinished response, you will need to specifically request this at the conclusion of the questionnaire (in the space provided for voluntary provision of an email address) so we know which response to delete.

## Considerations relevant to participation

- **Confidentiality**  
Your response is confidential, will come directly to Griffith University, and will not be seen by anyone in your organisation. You can also complete the survey in your own time, from a non-work computer. Only Griffith University researchers will have access to the original data, which will be kept on Griffith University's secure Research Drive and used only for research.
- **Publication**  
No information that could potentially be used to identify you or your organisation will be included in any analyses, presentations, reports or other publications, or communicated to any party external to the university researchers involved.
- **Questions**  
There are no right or wrong answers. We are interested in your honest views—not what you think anyone might like you to say.
- **Identifying data**  
Whilst you will provide contact information as part of the survey, this information will be separated from your response within one month of data collection, and stored separately and securely. Where demographic or other information could potentially allow an organisation to be identified, this will only be available to the Griffith University-based researchers and will be kept in the strictest confidence, as explained above.
- **Risks**  
The risks to you and your organisation of participating in this survey are negligible, given the nature of the information you will be providing and the strategies we will be implementing to ensure anonymity.

## Questions and further information

You are welcome to contact the research team for additional information, or visit the website:

website – [www.whistlingwhiletheywork.edu.au](http://www.whistlingwhiletheywork.edu.au)

email – [WWTWadmin@griffith.edu.au](mailto:WWTWadmin@griffith.edu.au)

Griffith University conducts research in accordance with the **National Statement on Ethical Conduct in Research Involving Humans**. If you have concerns or complaints about the ethical conduct of this research (Reference GU Human Research Ethics Committee approval No. 2016/183), you should contact the Manager, Research Ethics on +61 (07) 3735 4375 or [research-ethics@griffith.edu.au](mailto:research-ethics@griffith.edu.au)

### Privacy Statement

The conduct of this research may involve collection, access and/or use of potentially identifiable personal and organisational information. Any such information is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. A de-identified copy of this data will be used for research purposes. Your anonymity will at all times be safeguarded. For further information consult the University's Privacy Plan at <http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan>.

**Please feel free to print this information sheet for future reference**