



# Whistleblower Policy

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## 1 POLICY OBJECTIVE

Maurice Blackburn is committed to the highest standards of legal, ethical and moral behaviour in the workplace and to ensuring that behaviour of all people representing Maurice Blackburn is aligned with our vision, values and mission.

This purpose of this Policy is to provide transparency around Maurice Blackburn's framework for receiving, handling and investigating disclosures and to ensure that individual who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported.

This Policy sets out generally how disclosures can be made and the protections that are available to reporters under the Corporations Act 2001 (Cth) (Act). A person may also be eligible for protection under this policy in accordance with the provisions of the Taxation Administration Act 1953 (Cth).

This policy is not intended to replace any other reporting processes such as grievance and complaint resolution, bullying, harassment and discrimination.

## 2 WHO DOES THIS POLICY APPLY TO?

This Policy applies to Maurice Blackburn Pty Limited and all of its related bodies corporate, including those operated outside Australia (**Maurice Blackburn**). The reporting mechanism is available to all Whistleblowers.

For the purposes of this Policy, a **Whistleblower** includes anyone who is, or has been:

- (a) an employee (whether full time, part time or casual), officer or contractor of Maurice Blackburn;
- (b) a supplier of goods or services to Maurice Blackburn, or an employee (whether paid or unpaid) of such a person;
- (c) an associate of Maurice Blackburn, such as a person with whom Maurice Blackburn acts in concert;
- (d) a relative, dependent or spouse of an individual who otherwise constitutes a Whistleblower under this section; and
- (e) any other person who is an eligible whistleblower in accordance with applicable legislation, including the Act, from time to time<sup>1</sup>.

Joint ventures controlled by Maurice Blackburn must also comply with this Policy. Where Maurice Blackburn is involved in a joint venture that it does not control, Maurice Blackburn will try to influence the joint venture to act in a manner consistent with this Policy.

A person qualifies for protection under this Policy if:

- (a) they are a Whistleblower;
- (b) they make a report of Reportable Conduct (as defined in clause 3.1) to:
  - (i) an Eligible Recipient, Whistleblower Protection Officer or External Hotline;
  - (ii) the Australian Securities and Investments Commission (**ASIC**), the Australian Prudential Regulation Authority (**APRA**) or another Commonwealth body prescribed under the applicable legislation;

- (iii) a legal practitioner for the purposes of obtaining legal advice or legal representation about the whistleblower protections in the Act; or
  - (iv) a Commonwealth, State or Territory member of Parliament or journalist within the meaning of the Act (**Journalist**) in accordance with the emergency and public interest disclosure provisions (set out at section 5.4 of this Policy).
- (c) If the above criteria apply, legal protections are available under Australian law even if
  - (i) The report is made anonymously; or
  - (ii) The report turns out to be incorrect.

### 3 MATTERS THAT SHOULD BE REPORTED

#### 3.1 Reportable Conduct

**Reportable Conduct** includes conduct which the Whistleblower has reasonable grounds to suspect constitutes misconduct, or an improper state of affairs or circumstances in relation to Maurice Blackburn. This includes conduct which:

- (a) is dishonest or illegal;
- (b) is fraudulent, negligent, corrupt or constitutes financial malpractice;
- (c) is unethical or improper;
- (d) is materially or potentially damaging to Maurice Blackburn's financial performance, condition, or reputation;
- (e) impedes internal or external audit processes;
- (f) is causing an unsafe workplace or unsafe work practices;
- (g) constitutes a substantial mismanagement of Maurice Blackburn's resources;
- (h) is adverse to basic human rights;
- (i) constitutes an offence against, or contravention of, a provision of any of the following:
  - (i) the Act;
  - (ii) the *Australian Securities and Investments Commission Act 2001*;
  - (iii) the *Banking Act 1959*;
  - (iv) the *Financial Sector (Collection of Data) Act 2001*;
  - (v) the *Insurance Act 1973*;
  - (vi) the *Life Insurance Act 1995*;
  - (vii) the *National Consumer Credit Protection Act 2009*;
  - (viii) the *Superannuation Industry (Supervision) Act 1993*; or

- (ix) an instrument made under an Act referred to at 3.1(j)(i)-(vii) above;
- (j) constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- (k) constitutes 'modern slavery' as defined in the *Modern Slavery Act 2018* (Cth);
- (l) is in breach of any applicable authoritative industry practices;
- (m) represents (or is likely to represent) a danger to the public or financial system;
- (n) represents (or is likely to represent) a substantial risk to the environment;
- (o) constitutes concealment of wrongdoing;
- (p) is prescribed by regulation; or
- (q) is detrimental conduct or threatens to engage in detrimental conduct against someone who has made a report under this Policy.

### **3.2 Matters that are not covered by this Policy**

Disclosures that are not about Reportable Conduct do not qualify for protection under the Act or this Policy.

Personal work-related grievances are not Reportable Conduct for the purposes of this Policy and do not qualify for protection. Personal work-related grievances include:

- (a) interpersonal conflicts with other employees;
- (b) decisions relating to engagement, transfer or promotion;
- (c) decisions relating to the terms and conditions of employment of the person; or
- (d) termination or disciplinary decisions in relation to the person.

Employees or officers who believe that they have a personal work-related grievance should raise the matter in accordance with Maurice Blackburn's Grievance Procedure.

A disclosure involving a personal work-related grievance can still qualify for protection if:

- (a) the disclosure also includes information about misconduct or an improper state of affairs as described at section 3.1 of this Policy;
- (b) the discloser suffers from or is threatened with detriment for making the report; or
- (c) the discloser seeks legal advice or legal representation about the operation of the whistleblower protections under the Act (even if the legal practitioner concludes that the disclosure does not involve Reportable Conduct).

## 4 WHO CAN RECEIVE A DISCLOSURE OF REPORTABLE CONDUCT?

### 4.1 Whistleblower Protection Officer

A Whistleblower may disclose Reportable Conduct to the Whistleblower Protection Officer. The Whistleblower Protection Officer has received training in dealing with disclosures under this Policy and their role is to protect and safeguard the rights and interests of Whistleblowers and ensure the integrity of reporting mechanisms under this Policy.

The contact details, hours of availability and instructions for making a report to the Whistleblower Protection Officer is available at Appendix A of this Policy.

### 4.2 Eligible Recipients

In addition to the Whistleblower Protection Officer, the following people are **Eligible Recipients** under the Act who can receive disclosures of Reportable Conduct that qualify for protection:

- (a) any officer or senior manager of Maurice Blackburn (e.g.: a director, company secretary or senior executive); and
- (b) any internal or external auditor or actuary of Maurice Blackburn.

The contact details, hours of availability and instructions for making a report to an Eligible Recipient is available at Appendix A of this Policy.

### 4.3 External Hotline

In addition, Maurice Blackburn has engaged an independent third party, to operate an independent hotline to receive reports of Reportable Conduct (**External Hotline**). The External Hotline is secure and confidential.

The contact details, availability and instructions for accessing the External Hotline are available at Appendix A of this Policy.

### 4.4 Regulatory bodies

Reports may also be made to ASIC, APRA or to a prescribed Commonwealth authority in accordance with the Act.

Concerns can be reported to ASIC via their online reporting form: <https://asic.gov.au/about-asic/contact-us/how-to-complain/report-misconduct-to-asic/>

Concerns to APRA can be emailed to [whistleblower@apra.gov.au](mailto:whistleblower@apra.gov.au)

### 4.5 Journalists or parliamentarians

A public interest disclosure or an emergency disclosure can also be made to a Journalist or parliamentarian in certain circumstances, as described at section 5.4 below.

### 4.6 Legal practitioners

If any person is concerned as to whether any disclosure they may seek to make in respect of Reportable Conduct is covered by this Policy, that person may seek legal advice. Disclosing the information to a lawyer for the purpose of obtaining that legal advice or legal representation will not change the application of this Policy or the protection provided to any Whistleblower under it.

## 5 HOW TO MAKE A DISCLOSURE

### 5.1 Matters to consider before reporting

A Whistleblowers who makes a report under this Policy must do so only if they have reasonable grounds to believe that Reportable Conduct has occurred. All Whistleblowers making genuine reports will be protected from retaliation, even if their reports are found to be incorrect. False reports made maliciously or for personal gain will not be protected, and disciplinary action may be taken.

Under this Policy, a Whistleblower can raise a concern about Reportable Conduct via either internal or external reporting channels. This Policy is intended to supplement internal communication and does not prevent staff from discussing concerns with supervisors or senior managers.

Whistleblowers may also contact a Whistleblower Protection Officer or the External Hotline for additional information before making a disclosure.

### 5.2 Raising a concern internally

A Whistleblower should in the normal course, first report Reportable Conduct directly to the Whistleblower Protection Officer or an Eligible Recipient.

### 5.3 Raising a concern externally

If a Whistleblower is not comfortable disclosing Reportable Conduct with the Whistleblower Protection Officer or an Eligible Recipient, then the disclosure can be made to the External Hotline.

A disclosure to the External Hotline may be made anonymously or on the basis that the Whistleblower's identity is only disclosed to the External Hotline operator and kept confidential from Maurice Blackburn (although it is important to understand that if any report remains anonymous it may impede the subsequent investigation). All disclosures to the External Hotline will be notified to Maurice Blackburn, but details of the Whistleblower's identity will not be disclosed to Maurice Blackburn without the Whistleblower's consent.

Alternatively, a disclosure of Reportable Conduct can be made to:

- a) ASIC, APRA or to a prescribed Commonwealth authority as noted at section 4.4 above;  
or
- b) Legal practitioners, as noted at section 4.6 above.

### 5.4 Emergency and/or public interest disclosure

In limited circumstances the law allows a Whistleblower to make an **Public Interest Disclosure** or **Emergency Disclosure** to a Commonwealth, State or Territory member of Parliament or a Journalist.

This applies where the circumstances in the table below are met:

Public Interest Disclosure	Emergency Disclosure
The Whistleblower has previously reported the matter to ASIC, APRA (or other prescribed Commonwealth authority in accordance with the Act) ( <b>Initial Disclosure</b> )	
The Whistleblower has provided written notice to the person to whom the Initial Disclosure was made with sufficient information to identify the Initial Disclosure, and states their intention to now make a Public Interest or Emergency Disclosure.	

Public Interest Disclosure	Emergency Disclosure
The Public Interest or Emergency Disclosure is made to a Commonwealth, State or Territory member of Parliament or a Journalist	
At least 90 days have passed since the Initial Disclosure	(No waiting period)
The Whistleblower has reasonable grounds to believe that no action has or will be taken in respect of the Initial Disclosure	(No comparable requirements)
The Whistleblower has reasonable grounds to believe that making a further disclosure of the information is in the public interest	The Whistleblower has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons, or to the natural environment
The Public Interest Disclosure is no greater than necessary to inform the recipient of the Reportable Conduct	The Emergency Disclosure is no greater than necessary to inform the recipient of the substantial and imminent danger

If a Whistleblower is unsure as to whether these provisions apply to any disclosure they have made (or intend to make), they are encouraged to raise the matter with either the Company Secretary of Maurice Blackburn, the External Hotline or to obtain their own legal advice.

Whistleblowers who make disclosures to members of Parliament or Journalists that do not meet the conditions of an emergency or public interest disclosure do not qualify for the protections set out in this Policy in respect of those disclosures.

## 5.5 Anonymity

A Whistleblower may elect to make a report anonymously and still be protected under the Act. The Whistleblower can choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised.

Maurice Blackburn will at all times respect the Whistleblower's right to report any Reportable Conduct under this Policy on an anonymous basis, but if a Whistleblower elects to make a report anonymously, this may hinder Maurice Blackburn's ability to fully investigate the matter (but will in no way affect their ability to obtain protection under this Policy).

Maurice Blackburn will protect anonymity of Whistleblowers by:

- a) allowing for anonymous disclosures to be made to the External Hotline;
- b) allowing Whistleblowers to use anonymised email addresses; and
- c) allowing Whistleblowers to adopt a pseudonym for the purpose of their disclosure (for example, where the Whistleblower's identity is known by the Eligible Recipient who received the report, but they do not wish to disclose their identity to others).

## 6 INVESTIGATING A REPORT

### 6.1 Procedure

Investigations into disclosures of Reportable Conduct will be conducted by a designated investigator (**Whistleblower Investigation Officer**). The Whistleblower Investigation Officer will:

- (a) document the report and determine whether it qualifies for protection under this Policy;
- (b) determine whether a formal investigation is required;
- (c) if necessary, commence an investigation into the report, as soon as practicable after the matter has been reported;
- (d) review all supporting documentation and obtain further information as required;
- (e) consider any possible remedial action that may be required; and
- (f) immediately notify the General Counsel (or the Chair of the Audit and Risk Committee, if the General Counsel is in any way referenced in, or implicated by, the Reportable Conduct) if the report relates to a serious matter, or if it becomes apparent during the investigation that there are matters of serious concern.

The purpose of any investigation under this Policy is to carefully and fairly examine each concern raised and where possible locate evidence that either substantiates or refutes the claims made in the report.

All investigations will be conducted without bias and all parties will be given adequate notice of meetings to discuss the issues raised and have time to prepare. All parties will be given the opportunity to be heard and will have the right to representation and any employee mentioned in a disclosure of Reportable Conduct will be treated fairly at all times.

In the interests of objectivity and the perception of objectivity, the Whistleblower Investigation Officer may employ other investigators in relation to an investigation.

To avoid jeopardising an investigation, a Whistleblower who has made a report under this Policy is required to keep confidential the fact that a report has been made (subject to any legal requirements).

### 6.2 Progress and conclusion of investigations

The method for documenting and reporting the findings will depend on the nature of the disclosure.

Generally, once an investigation is completed, the Whistleblower Investigation Officer will report the findings of the investigation to Maurice Blackburn's General Counsel who will report on all whistleblower incidents quarterly to the Audit and Risk Committee. For the avoidance of doubt, if the General Counsel is in any way referenced in, or implicated by, the Reportable Conduct, findings will be provided directly to the Chair of the Audit and Risk Committee.

If the General Counsel (or Chair of the Audit and Risk Committee, as appropriate) is satisfied that Reportable Conduct has occurred, they will make a recommendation, to either the Chief Executive Officer or the Chairperson of Maurice Blackburn, as to the action which should be taken. The findings of the investigation will also be reported to the Audit and Risk Committee.



### **6.3 Keeping the Whistleblower informed**

There may be circumstances where it is not appropriate to provide details of the investigation to the Whistleblower.

A Whistleblower who has made a disclosure of Reportable Conduct will, where appropriate, be updated within a reasonable period of making the report:

- (a) whether an investigation has been undertaken;
- (b) whether the investigation has been completed; and
- (c) what action is to be taken to address the Reportable Conduct, subject to any applicable confidentiality, privacy and other relevant considerations.

For the avoidance of doubt, if a Whistleblower has disclosed on an anonymous basis, Maurice Blackburn may not be in a position to advise the Whistleblower of the outcome of any investigation. A failure to notify feedback as a result will not of itself give rise to the basis of a public interest disclosure and Maurice Blackburn will make every endeavour to contact Whistleblowers through anonymous channels where necessary.

### **6.4 Individuals mentioned in a disclosure**

Maurice Blackburn will provide fair treatment to employees mentioned in disclosures or to whom disclosures relate.

Any person who is subject to any disclosure or who is mentioned in a disclosure will::

- (a) be informed of any allegations made against them;
- (b) be given the opportunity to answer any allegations made against them prior to any final decision being made; and
- (c) have the right to access Maurice Blackburn's Employee Assistance Program (EAP), details of which are available at Appendix A of this Policy.

## **7 PROTECTIONS AND SUPPORT**

### **7.1 General**

Disclosures can be made anonymously and still be protected under the Act and this Policy.

Maurice Blackburn is committed to the protection of any Whistleblower who makes a report under this Policy where they have reasonable grounds to suspect that Reportable Conduct may have occurred.

### **7.2 Identity protection (Confidentiality)**

When a person makes a disclosure every effort will be made to keep their identity confidential, unless that disclosure is specifically required by law. It is illegal for a person to identify a Whistleblower, or to disclose information that is likely to lead to the identification of a Whistleblower, except as outlined in this section.

To the extent it can do so and is legally permitted, Maurice Blackburn will keep the identity of the Whistleblower confidential. Maurice Blackburn will not disclose:

- (a) any information provided by a Whistleblower; or

- (b) the Whistleblower's identity, or any information that could lead to a Whistleblower's identity being revealed (whether obtained directly or indirectly because of a disclosure of Reportable Conduct),

to any person who is not connected with the investigation into the Reportable Conduct, unless:

- (a) the Whistleblower who made the report consents in writing to the disclosure;
- (b) the disclosure is required by law; or
- (c) the disclosure is:
  - (i) to a professional legal advisor on a confidential basis where necessary for the purposes of seeking legal advice in relation to the Reportable Conduct; or
  - (ii) to appropriate and authorised regulatory authorities, such as ASIC, APRA and the Australian Federal Police.

Maurice Blackburn may disclose the information contained in a disclosure of Reportable Conduct with or without the Whistleblower's consent if:

- (a) the disclosure does not include the Whistleblower's identity;
- (b) the disclosure is reasonably necessary for the purposes of investigating the issues raised by the Whistleblower; and
- (c) Maurice Blackburn has taken all reasonable steps to reduce the risk that the Whistleblower will be identified from the information.

To maintain confidentiality of an Eligible Whistleblower's identity, the Company will:

- (a) Facilitate an External Hotline, which enables Whistleblowers to make reports on the basis that their personal information is accessed only by Core Integrity and not provided to Maurice Blackburn (or anonymously);
- (b) ensure that all Whistleblower Protection Officers participate in mandatory training, including receiving information on their confidentiality obligations and procedures for handling disclosures made under this Policy;
- (c) instruct Whistleblower Protection Officers to refer to the Whistleblower in a gender-neutral context;
- (d) ensure that reports of disclosures made to when necessary do not include personal information of the Whistleblower;
- (e) allowing Whistleblowers to use anonymised email addresses;
- (f) allow Whistleblowers to adopt a pseudonym for the purpose of their disclosure (for example, where the Whistleblower's identity is known by the person who received the report, but they do not wish to disclose their identity to others);
- (g) establish secure information sharing and storage protocols for those handling and managing information relating to a disclosure, including secure and limited-access electronic storage; and
- (h) ensure that all Whistleblower Protection Officers have access to secure printing facilities.

Concerns regarding breaches of confidentiality should be raised with the Whistleblower Protection Officer. A Whistleblower may also bring their concerns to a regulator, such as ASIC or APRA, for investigation.

### **7.3 Detriment**

- (a) A person must not engage in, or threaten to engage in, conduct which intentionally causes detriment to any Whistleblower because that person reported Reportable Conduct.
- (b) Where a disclosure of Reportable Conduct is made with reasonable grounds to suspect such conduct has occurred, Maurice Blackburn will take all reasonable steps to ensure that the Whistleblower will not be personally disadvantaged or suffer any detriment including the following:
  - (i) dismissal or alteration of a person's position or duties to his or her disadvantage;
  - (ii) injury to a person in their employment;
  - (iii) discrimination, harassment or intimidation;
  - (iv) harm or injury including psychological harm; or
  - (v) damage to a person or his or her property, reputation, business or financial position.
- (c) For the avoidance of doubt, actions which are not detrimental conduct include:
  - (i) managing a Whistleblower's unsatisfactory work performance in accordance with Maurice Blackburn policy; or
  - (ii) administrative action which is reasonable for the purposes of protecting the Whistleblower from detriment (e.g.; moving the Whistleblower to a different manager where their discloser concerns their manager)
- (d) If any Whistleblower considers that they have suffered any of the above disadvantages or detriment as a result of making a report of Reportable Conduct under this Policy, they should contact the person to whom the report was made or a Whistleblower Protection Officer and provide all relevant details accordingly. Should a Whistleblower be found to have suffered detriment as a result of reporting Reportable Conduct, Maurice Blackburn will treat it seriously in accordance with the Respect in Our Workplace Policy and the Grievance Procedure.

### **7.4 Civil, criminal and administrative liability protection**

- (a) Any Whistleblower who makes a disclosure of Reportable Conduct in accordance with this Policy has protection under Australian law from:
  - (i) civil liability (e.g. legal action against the Whistleblower for a contractual obligation);
  - (ii) criminal liability (e.g. attempted prosecution for releasing information); and
  - (iii) administrative liability (e.g. disciplinary action), in relation to the making of the disclosure.
- (b) These protections do not grant the Whistleblower immunity for any misconduct the Whistleblower has engaged in that may be revealed in their disclosure of Reportable Conduct.

## **7.5 Compensation and other remedies**

- (a) A Whistleblower can seek compensation and other remedies through the courts if:
  - (i) they suffer loss, damage or injury because of making a disclosure of Reportable Conduct; and
  - (ii) Maurice Blackburn failed to take reasonable precautions and exercise due diligence to prevent the detrimental conduct.

## **7.6 Support and Practical protections**

- (b) Maurice Blackburn will support Whistleblowers and protect them from detriment. To maintain confidentiality of a Whistleblower's identity, Maurice Blackburn will: ensure personal information or reference to the Whistleblower's identity is redacted in all investigation and reporting documents;
- (c) refer to the Whistleblower in a gender-neutral context;
- (d) ensure that all paper and electronic documents and materials relevant to the disclosure of Reportable Conduct will be stored securely, with access limited to those directly involved in managing and investigating the disclosure.

Maurice Blackburn will protect Whistleblowers from detriment arising from making a report of Reportable Conduct by:

- (a) conducting a risk assessment of the disclosure to manage the risk of detriment to the Whistleblower; and
- (b) where applicable, making such reasonable adjustments as required to allow the Whistleblower to perform their duties at work without being potentially exposed to detriment (eg by changing reporting lines or moving the Whistleblower's desk to another location).

## **8 AVAILABILITY OF THE POLICY**

A copy of this Policy will be made available on Maurice Blackburn's intranet for internal staff, and will also be made publically available for the reference of other stakeholders at Maurice Blackburn's website – [www.mauriceblackburn.com.au](http://www.mauriceblackburn.com.au)

## **9 SUPPORT AND TRAINING**

Maurice Blackburn will periodically provide training and support to employees about this Policy and new staff inductions will include education about this Policy. Maurice Blackburn will also provide training and support to Whistleblower Protection Officers and other Eligible Recipients who may receive disclosures of Reportable Conduct and how to respond to them in accordance with this Policy.

## **10 REVIEW OF THIS POLICY**

Maurice Blackburn's General Counsel and the Board will monitor and review the effectiveness of this Policy periodically.

A report will be made to the Board of the outcome of each review including any recommended changes.

The review will also address the efficiency of the Policy. In particular, it will consider the fairness of any investigations undertaken, the actual consequences of making disclosures for people who contact the Whistleblower Protection Officers and the External Hotline and the performance of the Whistleblower Protection Officers and the External Hotline generally.

## **11 AMENDMENT**

This Policy can only be amended with the approval of the Board, with the exception that the relevant internal and external Whistleblower Contacts in Appendix A may be updated with the approval of the Company Secretary or the Chief Executive Officer.

## **12 RELATED POLICIES AND INFORMATION**

Theft, Fraud Control and Corruption Prevention Policy  
Respect in Our Workplace Policy

Grievance Procedure

ASIC Information Sheet 238, "Whistleblower rights and protections", available at:  
<https://asic.gov.au/about-asic/asic-investigations-and-enforcement/whistleblowing/whistleblower-rights-and-protections/>

ASIC Information Sheet 239, "How ASIC handles whistleblower reports", available at:  
<https://asic.gov.au/about-asic/asic-investigations-and-enforcement/whistleblowing/how-asic-handles-whistleblower-reports/>

## APPENDIX A: WHISTLEBLOWER CONTACTS

### 1. WHISTLEBLOWER PROTECTION OFFICERS

Name	Title	Email	Phone	Availability
Madelaine Carroll	Manager People & Culture	<a href="mailto:MCarroll@mauriceblackburn.com.au">MCarroll@mauriceblackburn.com.au</a>	(03) 8102 2136	Monday to Friday: 9.00am to 5.00pm

### 2. ELIGIBLE RECIPIENTS

Maurice Blackburn encourages all disclosures of Reportable Conduct to be made to the **External Hotline** (contact details below). However, Maurice Blackburn has also nominated and trained the following persons to be eligible to receive disclosures of Reportable Conduct for the purposes of this policy:

Name	Title	Email	Phone	Availability
James Kelly	General Manager - Risk & Compliance	<a href="mailto:JKelly@mauriceblackburn.com.au">JKelly@mauriceblackburn.com.au</a>	(03) 9960 7049	Monday to Friday: 9.00am to 5.00pm
Michelle James	Principal Lawyer	<a href="mailto:mjames@mauriceblackburn.com.au">mjames@mauriceblackburn.com.au</a>	(07) 3014 5032	Monday to Friday: 9.00am to 5.00pm

In addition, the Whistleblower Protection Officers, any officer or senior manager of Maurice Blackburn (eg, a director, company secretary or senior executive) and any internal or external auditor or actuary of Maurice Blackburn are also eligible recipients.

### 3. EXTERNAL HOTLINE

Name	Title	Email / Mail	Phone	Availability
Core Integrity	Speak Up Hotline	<a href="mailto:speakup@coreintegrity.com.au">speakup@coreintegrity.com.au</a> P.O. Box 895 Darlinghurst NSW 2010	1800 324 775	24 hours / 7 days per week

#### 4. WHISTLEBLOWER INVESTIGATION OFFICER/S

The Whistleblower Investigation Officers for any reported matter will be determined by the General Counsel and the General Manager – People & Culture. Whistleblower Investigation Officers may be as follows.

Name	Title	Email / Mail	Phone	Availability
Katherine Smyth	Manager People and Culture	<a href="mailto:KSmyth@mauriceblackburn.com.au">KSmyth@mauriceblackburn.com.au</a>	(03) 9605 2660	Monday to Friday: 9.00am to 5.00pm
Kirin Matthews	Professional Standards Manager	KMatthews@mauriceblackburn.com.au	(03) 9960 7076	Monday to Friday: 9.00am to 5.00pm
Core Integrity	Speak Up Hotline	speakup@coreintegrity.com.au P.O. Box 895 Darlinghurst NSW 2010	1800 324 775	24 hours / 7 days per week

#### 5. EMPLOYEE ASSISTANCE PROGRAM

Name	Title	Website	Phone	Availability
Assure Programs	Support Hotline	<a href="http://assureprograms.com.au/book-an-appointment">assureprograms.com.au/book-an-appointment</a>	1800 808 374	24 hours / 7 days per week