

## WHISTLEBLOWER POLICY

### INDEX

<b>1.</b>	<b>POLICY OBJECTIVE .....</b>	<b>2</b>
<b>2.</b>	<b>WHO DOES THIS POLICY APPLY TO? .....</b>	<b>2</b>
<b>3.</b>	<b>MATTERS THAT SHOULD BE REPORTED.....</b>	<b>3</b>
	3.1 Reportable Conduct.....	3
	3.2 Matters that are not covered by this Policy.....	4
<b>4.</b>	<b>WHO CAN RECEIVE A DISCLOSURE OF REPORTABLE CONDUCT? .....</b>	<b>5</b>
	4.1 Whistleblower Protection Officer .....	5
	4.2 Eligible Recipients .....	5
	4.3 External Hotline .....	5
	4.4 Regulatory bodies.....	6
	4.5 Journalists or parliamentarians .....	6
	4.6 Legal practitioners .....	6
<b>5.</b>	<b>HOW TO MAKE A DISCLOSURE .....</b>	<b>6</b>
	5.1 Matters to consider before reporting .....	6
	5.2 Raising a concern internally.....	6
	5.3 Raising a concern externally.....	7
	5.4 Emergency and/or public interest disclosure.....	7
	5.5 Anonymity.....	8
<b>6.</b>	<b>INVESTIGATING A REPORT .....</b>	<b>8</b>
	6.1 Procedure.....	8
	6.2 Progress and conclusion of investigations .....	9
	6.3 Keeping the Whistleblower informed.....	9
	6.4 Individuals mentioned in a disclosure.....	10
<b>7.</b>	<b>PROTECTIONS AND SUPPORT .....</b>	<b>10</b>
	7.1 General.....	10
	7.2 Confidentiality .....	10
	7.3 Detriment.....	11
	7.4 Civil, criminal and administrative liability protection.....	11
	7.5 Special protections under the Corporations Act .....	12
	7.6 Compensation and other remedies .....	13
	7.7 Support and Practical protections .....	13
<b>8.</b>	<b>AVAILABILITY OF THE POLICY .....</b>	<b>13</b>
<b>9.</b>	<b>SUPPORT AND TRAINING.....</b>	<b>13</b>
<b>10.</b>	<b>REVIEW OF THIS POLICY.....</b>	<b>13</b>
<b>11.</b>	<b>AMENDMENT.....</b>	<b>14</b>
<b>12.</b>	<b>RELATED POLICIES AND INFORMATION.....</b>	<b>14</b>
	<b>APPENDIX A: WHISTLEBLOWER CONTACTS .....</b>	<b>15</b>

## 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.

The purpose of this Whistleblower Policy (**Policy**) is to provide a mechanism which encourages concerns to be raised about illegal or unethical conduct or behaviour by Maurice Blackburn and its employees and others authorised to represent Maurice Blackburn. This Policy is intended to encourage the reporting of wrongdoing which may be unlawful, unethical or inconsistent with any of Maurice Blackburn's values or policies or may otherwise expose any part of Maurice Blackburn to financial loss, prosecution by a regulatory body or other damage (including reputational loss or damage), and to deter such wrongdoing.

Where a person makes a report, they are assured that:

- (a) every effort will be made to keep their identity confidential unless the disclosure is specifically required by law; and
- (b) every effort will be made to protect them from victimisation or reprisal for reporting the issue.

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

By developing this policy, Maurice Blackburn aims to provide a clear and transparent process for receiving and managing disclosures of wrongdoing involving Maurice Blackburn operations, employees, contractors or volunteers.

## 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 *Corporations Act 2001 (Cth)* (**Act**), from time to time.

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 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).

### **3. MATTERS THAT SHOULD BE REPORTED**

#### **3.1 Reportable Conduct**

**Reportable Conduct** includes conduct of any person connected with Maurice Blackburn, 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) is in breach of any applicable authoritative industry practices;
- (l) represents (or is likely to represent) a danger to the public or financial system;
- (m) represents (or is likely to represent) a substantial risk to the environment;
- (n) constitutes concealment of wrongdoing;
- (o) is prescribed by regulation; or
- (p) is detrimental conduct or threatens to engage in detrimental conduct against someone who has made a report under this Policy.

A Whistleblower can still qualify for protection under this Policy even if their disclosure of Reportable Conduct turns out to be incorrect.

### **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.

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 (eg 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.

#### **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 Whistleblower who makes a report under this Policy must do so in good faith and only if they have reasonable grounds to suspect that Reportable Conduct has occurred. All Whistleblowers making genuine reports will be protected from reprisal for making the disclosure, as outlined in section 7 of this Policy and the Act (even if those reports turn out to be incorrect). Further, all investigations into any reports made under this Policy (and in accordance with the Act) will be conducted in accordance with principles of fairness and natural justice.

This Policy is designed to complement Maurice Blackburn's normal internal communication channels and is not intended to restrict Maurice Blackburn personnel from raising issues and discussing concerns with appropriate supervisors or Maurice Blackburn's directors and senior managers.

A person who makes a false report knowingly, maliciously, with an ulterior motive, for personal gain or with reckless disregard as to the truth or falsity of the contents of the report will not be able to access the protections under this Policy. Maurice Blackburn reserves the right to take appropriate action against persons who make such reports, including any disciplinary action.

While Maurice Blackburn acknowledges that Whistleblowers may not have absolute proof or evidence of Reportable Conduct, a report should, where possible, include the reasons for their concerns and make full disclosure of the relevant details and supporting documentation.

#### **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.

### 5.4 Emergency and/or public interest disclosure

In limited circumstances the law allows a Whistleblower to make an **emergency disclosure** to a Commonwealth, State or Territory member of Parliament or a Journalist. This applies where:

- (a) the matter has previously been reported to ASIC, APRA or a prescribed Commonwealth authority in accordance with the Act;
- (b) 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;
- (c) the Whistleblower provides written notice to the person to whom the initial disclosure was made under this Policy, that includes sufficient information to identify the previous disclosure and states that the Whistleblower intends to make an emergency disclosure; and
- (d) the emergency disclosure is no greater than necessary to inform the recipient of the substantial and imminent danger.

In addition to emergency disclosures, a Whistleblower may also have the ability to make a **public interest disclosure** to a Commonwealth, State or Territory member of Parliament or a Journalist where:

- (a) at least 90 days have passed since the matter was reported to ASIC, APRA or a prescribed Commonwealth authority;
- (b) the Whistleblower has reasonable grounds to believe that no action has or will be taken in respect of that prior disclosure;
- (c) the Whistleblower has reasonable grounds to believe that making a further disclosure of the information is in the public interest;
- (d) the Whistleblower provides written notice. to the person to whom the initial disclosure was made under this Policy, that includes sufficient information to identify the previous disclosure and states that the disclosure intends to make a public interest disclosure; and

- (e) the public interest disclosure is no greater than necessary to inform the recipient of the Reportable Conduct.

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 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/insert appropriate person/group, 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**

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**

A Whistleblower who has made a disclosure of Reportable Conduct will, where appropriate, be regularly 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 make every effort to ensure that natural justice and procedural fairness is afforded to a person mentioned in or who is the subject of a disclosure of Reportable Conduct that qualifies for protection under the Act. Where an investigation does not result in a finding of Reportable Conduct being made, the fact that the investigation has been carried out, the results of the investigation and the identity of the person who is the subject of the disclosure or mentioned in the disclosure, will remain confidential.

The person who is subject to any disclosure or who is mentioned in a disclosure has the right to:

- (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) 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**

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

### **7.2 Confidentiality**

When a person makes a disclosure they are assured that 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 name of the Whistleblower confidential. Maurice Blackburn will not disclose:

- (a) any information provided by a Whistleblower; or
- (b) the Whistleblower's true identity, or any information that could lead to a Whistleblower's identity being revealed,

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

- (c) the Whistleblower who made the report consents in writing to the disclosure;
- (d) the disclosure is required by law; or
- (e) 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 auditors and appropriate and authorised regulatory authorities, such as ASIC, APRA and the Australian Federal Police,

unless there is a real risk of damage, injury, loss or a safety concern arises in connection with the health or wellbeing of any person, in which case Maurice Blackburn will only disclose information or identities to the extent necessary to prevent or mitigate the risk of damage, loss or a safety concern.

### **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 in good faith, 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) 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 (eg legal action against the Whistleblower for a contractual obligation);
  - (ii) criminal liability (eg attempted prosecution for releasing information); and
  - (iii) administrative liability (eg 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 Special protections under the Corporations Act**

- (a) In addition to the protections set out in sections 7.1 to 7.4 of this Policy, the Act provides that a Whistleblower will qualify for further special protection where certain conditions prescribed in Part 9.4AAA of the Act are satisfied.
- (b) If a person qualifies for the protections referred to in section 7.5(a), those protections include:
  - (i) the Whistleblower is immune from any civil or criminal liability (including disciplinary action) for making the disclosure (but not necessarily immune from liability for their involvement in any conduct which is the subject of the disclosure);
  - (ii) no contractual or other remedies may be enforced, and no contractual or other right may be exercised (including any purported termination), against the Whistleblower for making the report (or on the basis that disclosure constitutes a breach of that contract);
  - (iii) the Whistleblower may have qualified privilege in respect of the disclosure;
  - (iv) in some circumstances, the reported information may not be admissible against the Whistleblower in criminal proceedings or in proceedings for the imposition of a penalty;
  - (v) anyone who causes or threatens to cause detriment to a Whistleblower or another person on the belief or suspicion that a report has been made, may have been made, proposes to or could be made, may be guilty of an offence and may be liable for damages to the Whistleblower;
  - (vi) a Whistleblower's identity cannot be disclosed to a Court or tribunal except where considered necessary for the purpose of giving effect to Part 9.4AAA of the Act or in the interests of justice; and
  - (vii) the person receiving the report commits an offence if they disclose the substance of the report or the Whistleblower's identity, without the Whistleblower's consent, to anyone except ASIC, APRA, the AFP or a lawyer for the purpose of obtaining legal advice or representation in relation to the report.

## **7.6 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.

## **7.7 Support and Practical protections**

- (a) 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;
- (b) refer to the Whistleblower in a gender-neutral context;
- (c) 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 Head of People and Culture 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
Carlie Morris	National People and Culture Manager	CMorris@mauriceblackburn.com.au	(03) 9605 2678	Monday to Friday: 9.00am to 5.00pm
Simone Hartley-Keane	Head of People and Culture	SHartley@mauriceblackburn.com.au	(03) 8102 2089	Monday to Friday: 9.00am to 5.00pm

### 2. ELIGIBLE RECIPIENTS

Name	Title	Email	Phone	Availability
Kara Sheehan	General Counsel and Company Secretary	KSheehan@mauriceblackburn.com.au	(03) 8102 2026	Monday to Thursday: 9.00am to 5.00pm
Christine Collin	General Manager - Operations	CCollin@mauriceblackburn.com.au	(03) 8102 2066	Monday to Friday: 9.00am to 5.00pm
David Halstead	Senior Executive - Client Liaison	DHalstead@mauriceblackburn.com.au	(03) 9605 2778	Monday to Friday: 9.00am to 5.00pm By email only
Kim Shaw	Division Head - PLS	KShaw@mauriceblackburn.com.au	(03) 9605 2881	Monday to Friday: 9.00am to 5.00pm

### 3. EXTERNAL HOTLINE

Name	Title	Email / Mail	Phone	Availability
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

#### 4. WHISTLEBLOWER INVESTIGATION OFFICER/S

Name	Title	Email / Mail	Phone	Availability
Kara Sheehan	General Counsel and Company Secretary	KSheehan@mauriceblackburn.com.au	(03) 8102 2026	Monday to Thursday: 9.00am to 5.00pm
Simone Hartley-Keane	Head of People and Culture	shartley@mauriceblackburn.com.au	(03) 8102 2089	Monday to Friday: 9.00am to 5.00pm
Carlie Morris	National People and Culture Manager	CMorris@mauriceblackburn.com.au	(03) 9605 2678	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	assureprograms.com.au/book-an-appointment	1800 808 374	24 hours / 7 days per week