

WHISTLEBLOWER POLICY

PURPOSE

The Craig Mostyn Group (Craig Mostyn) is committed to the highest standards of conduct and ethical behaviour in all of our business activities and to promoting and supporting a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

Craig Mostyn encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving any of Craig Mostyn's businesses and provides protections and measures so that those persons who make a report may do so confidentially and without fear of intimidation, disadvantage or reprisal.

This policy is intended to clarify and explain a person's right to protection for whistleblowing under the *Corporation Act 2001* (Cth) and does not provide any additional protections.

Failure of an employee to comply with this policy may result in disciplinary action, up to and including termination of employment.

DEFINITIONS

1. An employee is defined as any person who carries out, or previously carried out work for the Craig Mostyn Group, such as an employee, an officer, a contractor or sub-contractor, employees of labour hire company.
2. A whistleblower is a person related to the Company who reports information that might show misconduct or other inappropriate activity that has occurred within the Company.

The whistleblower is or has been:

- a) an officer or employee of a Craig Mostyn Group company;
 - b) an individual who supplies goods or services to a Craig Mostyn Group company or an employee of a person who supplies goods or services to a Craig Mostyn Group company, whether on a paid or unpaid basis;
 - c) an individual who is an associate of a Craig Mostyn Group company; or
 - d) a relative, dependent or dependent of the spouse of any individual referred to at (a) to (c) above;
 - e) a customer or client of a Craig Mostyn Group company.
3. The term 'reasonable grounds to suspect' is based on the objective reasonableness of the reasons for the discloser's suspicion.
 4. The Craig Mostyn Group means Craig Mostyn Group and each of its related Body Corporates.

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POLICY APPLICATION

This policy applies to the Craig Mostyn Group and all directors and employees of the Craig Mostyn Group.

The policy is developed and implemented in accordance with the requirements of Part 9.4AAA of the *Corporations Act 2001* (Cth) (the Act). This policy will be made available to employees of the company via the Craig Mostyn Intranet and Velpic (Learning Management System). The Craig Mostyn Group will ensure the policy is available to employees and persons wishing to use it.

POLICY**1. What is reportable conduct?**

You may make a report under this policy if you have reasonable grounds to suspect that a Craig Mostyn director, officer, employee, contractor, supplier, tenderer or other person who has business dealings with Craig Mostyn has engaged in conduct (Reportable Conduct), in relation the Craig Mostyn Group which:

- a) is dishonest, fraudulent or corrupt, including bribery or any other activity that would be considered as serious improper conduct;
- b) is illegal activity punishable by 12 or more months imprisonment under a State/Territory;
- c) is unethical or in breach of Craig Mostyn's policies (such as dishonestly altering company records or data, adopting questionable accounting practices or wilfully breaching Craig Mostyn's Code of Conduct or other policies or procedures);
- d) is potentially damaging to Craig Mostyn, a Craig Mostyn employee or a third party, such as unsafe work practices, environmental damage, health risks or abuse of Craig Mostyn's property or resources;
- e) amounts to an abuse of authority;
- f) may cause financial loss to Craig Mostyn or damage its reputation or be otherwise detrimental to Craig Mostyn's interests;
- g) involves harassment, discrimination, victimisation or bullying, other than personal work-related grievances as defined in the Corporations Act 2001 (Cth) (Corporations Act); or
- h) involves any other kind of misconduct or an improper state of affairs or circumstances, as defined by the Act.

Reportable conduct does not include a disclosure to the extent that the disclosure concerns a personal work-related grievance, unless:

- a) the whistleblower has made a disclosure relating to reportable conduct;
- b) that whistleblower has been victimised in relation to that disclosure; and
- c) the whistleblower makes a disclosure in relation to that victimisation.

Examples of personal work-related grievances are:

- a) an interpersonal conflict between the people in the workplace;
- b) a decision relating to the engagement, transfer, or promotion of the whistleblower;

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- c) a decision relating to the terms and conditions of employment of the whistleblower; and
- d) any disciplinary action (including suspension and/or termination of employment) taken against the whistleblower.

Personal work-related grievances will be managed in accordance with Craig Mostyn’s Code of Conduct and related policies.

2. Who can I make a report to?

Craig Mostyn has several channels for making a report if you become aware of any issue or behaviour which you consider to be Reportable Conduct:

For the purposes of this policy to ensure appropriate escalation and timely investigation, we request that reports are made to one of our Protected Disclosure Officers, listed below:

General Manager Human Resources

Phone: 08 9336 0359

Email: whistleblowing@craigmostyn.com.au

Chair of the Audit Committee

Email: whistleblowing@craigmostyn.com.au

Reports may also be posted to the General Manager Human Resources, Craig Mostyn Group, PO Box 462, FREMANTLE WA 6959.

While it is Craig Mostyn’s preference that you raise reports with either of the above designated Protected Disclosure Officers, it is important to note that under the Corporations Act, you may also raise the matter with an “officer” or “senior manager” of the company. These are defined in the Corporations Act as “a director, or a senior manager in the company who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the company, or who has the capacity to affect significantly the company’s financial standing.”

Additionally, a report may be made via the Craig Mostyn’s Employee Assistance Provider EMA Consulting, a free external hotline and reporting service independently monitored by EMA Consulting.

EMA Consulting reporting options include:

Phone: 1800 951 055

Email: whistleblowing@emaconsulting.com.au

Reports may also be posted to EMA Consulting, PO Box 196, BROMPTON SA 5007.

The EMA Consulting operator will provide the details of your disclosure to the Protected Disclosure Officers. Reports may be made anonymously but if you provide your contact details to EMA Consulting, those contact details will only be provided to the Protected Disclosure Officers if you consent.

Disclosures can also be made to external bodies, including the Australian Consumer and Competition Commission, the Australian Prudential Regulation Authority, and any other body specified in the Act or the *Corporation Regulations 2001* (Cth); as well as to a lawyer for the purpose of seeking legal advice.

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3. Craig Mostyn's investigation of reportable conduct

Craig Mostyn will investigate all matters reported under this policy as soon as practicable after the matter has been reported to it. The Protected Disclosure Officers may, with your consent, appoint a person to assist in the investigation of a report.

The investigation will be conducted independently of any person who is the subject of the disclosure. Where appropriate, such persons will be informed of the allegations and provided with the opportunity to respond.

While the particulars of the investigation process will be determined by the nature and substance of the disclosure, if the disclosure is not anonymous, a Protected Disclosure Officers or investigator will contact the whistleblower as soon as practicable upon receipt of the disclosure to discuss the investigation process including who may be contacted and such other matters as are relevant to the investigation.

Where appropriate, Craig Mostyn will provide feedback to you regarding the investigation's progress and/or outcome (subject to considerations of the privacy of those against whom allegations are made).

No person will be victimised or discriminated against for their participation in an investigation by the investigator or Craig Mostyn.

4. Protection of Whistleblowers

Craig Mostyn is committed to ensuring confidentiality in respect of all matters raised under this policy, and that those who make a report are treated fairly and do not suffer detriment.

a) Protection against detrimental conduct

Detrimental treatment includes dismissal, demotion, harassment, discrimination, disciplinary action, bias, threats or other unfavourable treatment connected with making a report.

If you are subjected to detrimental treatment as a result of making a report under this policy you should:

- i) inform a Protected Disclosure Officer, officer or senior manager within your relevant division/business unit immediately under the whistleblower policy; or
- ii) raise it in accordance with paragraph 2 of this policy.

b) Protection of your identity and confidentiality

Subject to compliance with legal requirements, upon receiving a report under this policy, Craig Mostyn will only share your identity as a whistleblower or information likely to reveal your identity if:

- i) you consent;
- ii) the concern is reported to the Australian Securities and Investments Commission (**ASIC**), the Australian Prudential Regulation Authority (**APRA**), the Tax Commissioner or the Australian Federal Police (**AFP**); or

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- iii) the concern is raised with a lawyer for the purpose of obtaining legal advice or representation in relation to the operation of the whistleblowing provisions.

If Craig Mostyn needs to investigate a report, it may disclose information that could lead to your identification, but it will take reasonable steps to reduce this risk. Any disclosures of your identity or information likely to reveal your identity will be made on a strictly confidential basis.

c) Protection of files and records

All files and records created from an investigation will be retained securely. Unauthorised release of information to someone not involved in the investigation (other than senior managers or directors who need to know to take appropriate action, or for corporate governance purposes) without your consent as a whistleblower will be a breach of this policy.

Whistleblowers are assured that a release of information in breach of this policy will be regarded as a serious matter and will be dealt with under Craig Mostyn's disciplinary procedures.

If an employee requires any support, they are encouraged to contact our employee assistance program, through Assure. To access the employee assistance program, contact 1800 808 374. Further information is provided in our Code of Conduct.

5. Duties of employees in relation to reportable conduct

It is expected that employees of Craig Mostyn who become aware of actual or suspect on reasonable grounds, potential cases of Reportable Conduct will make a report under this policy or under other applicable policies.

RESPONSIBILITIES

Craig Mostyn encourages management to actively and regularly promote the Company's Whistleblower Policy.

**POLICY
ADMENDMENT**

This policy cannot be amended without approval of the Craig Mostyn Board. It will be reviewed from time to time to ensure that it remains effective and meets best practice standards and the needs of Craig Mostyn.

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