
1. OBJECTIVES

The Angus Knight Group of companies (the Group) seeks to ensure that it abides by legislation requiring public companies, large proprietary companies, and corporate trustees of APRA-regulated superannuation entities to have a whistleblower policy from 1 January 2020. Under this legislation company officers, company auditors, and other senior people within the Group have obligations under the Corporations Act if they receive a report from a whistleblower.

2. SCOPE

This Policy is applicable to all directors and employees of AngusKnight Pty Ltd and subsidiary companies thereof, except for the following entities for which this Procedure does not apply:

- Jobfind LWB Pty Ltd

3. PURPOSE

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

The Group encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving its 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 will be made available to officers and employees of the Group via the Angus Knight intranet, Digital Online Hub.

4. POLICY OVERVIEW

4.1 What is Reportable Conduct?

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

- is dishonest, fraudulent or corrupt, including bribery or other activity in breach of the Group's Anti-bribery Policy;
- is illegal activity (such as theft, violence, harassment or intimidation, criminal damage to property or other breaches of state or federal law);
- is unethical or in breach of the Group's policies (such as dishonestly altering company records or data, adopting questionable accounting practices or wilfully breaching the Group's Code of Conduct or other policies or procedures);
- is potentially damaging to the Group, a Group employee or a third party, such as unsafe work practices, environmental damage, health risks or abuse of the Group's property or resources;
- amounts to an abuse of authority;

- (f) may cause financial loss to the Group or damage its reputation or be otherwise detrimental to the Group'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.

Annexure A describes special protections for whistleblowers who disclose information concerning misconduct or an improper state of affairs or circumstances in relation to the Group or a related body corporate under the Corporations Act.

Annexure B describes special protections for tax whistleblowers.

4.2 Who Can I Make a Report to?

The Group 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 any one of our Protected Disclosure Officers, listed below:

Angus Knight Commercial Manager
James Williams
(02) 9259 5555
Email: james.williams@angusknight.com.au

Angus Knight Chief Financial Officer
Peter Homan
Phone: (02) 9259 5555
Email: peter.homan@angusknight.com.au

Reports may also be posted to c/- Level 5, 10 Bridge Street, Sydney NSW 2000 (marked to the attention of one of the Protected Disclosure Officers). Reports may be made anonymously. Whistleblowers will be afforded the same protections under the Corporations Act.

While it is the Group's preference that you raise reports with the 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 Group. These are defined in the Corporations Act as "a director, or a senior manager in the Group who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the Group, or who has the capacity to affect significantly the Group's financial standing."

In addition, a report may be made via the independent Stopline Service, a free external hotline and reporting service independently monitored by Stopline.

Stopline reporting options are:

By phone: 1300 30 45 50
By email: angusknight@stopline.com.au
Web-based access: <https://angusknight.stoplinereport.com/>
By post: The Angus Knight Group, c/o Stopline, Locked Bag 8, Hawthorn, VIC 3122, Australia
By fax: Attention: The Angus Knight Group, c/o Stopline +61 3 9882 4480
App: Search for Stopline in the iTunes App Store or Google Play

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

4.3 The Group's Investigation of Reportable Conduct

The Group will investigate all matters reported under this Policy as soon as practicable after the matter has been reported. A Protected Disclosure Officer may, with your consent, appoint a person to assist in the investigation of a report. Where appropriate, the Group 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).

The investigation will be conducted in an objective and fair manner, and otherwise as is reasonable and appropriate having regard to the nature of the Reportable Conduct and the circumstances.

While the particular investigation process and enquiries adopted will be determined by the nature and substance of the report, in general, as soon as practicable upon receipt of the report, if the report is not anonymous, a Protected Disclosure Officer or investigator will contact you to discuss the investigation process including who may be contacted and such other matters as are relevant to the investigation. Where a report is submitted anonymously, the Group will conduct the investigation and its enquiries based on the information provided to it.

4.4 Protection of Whistleblowers

The Group 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, threat to job security, 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 divisional 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, the Group 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
- (iii) the concern is raised with a lawyer for the purpose of obtaining legal advice or representation.

If the Group 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 the Group's disciplinary procedures.

The Corporations Act gives special protection to disclosures about breaches of that Act, provided certain conditions are met – refer to Annexure A for further details. The Taxation Administration Act 1953 (Cth) (Taxation Administration Act) also gives special protection to disclosures about breaches of any Australian tax law, provided certain conditions are met – refer to Annexure B for further details.

5. DUTIES OF EMPLOYEES IN RELATION TO REPORTABLE CONDUCT

It is expected that employees of the Group 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.

6. GROUP REPORTING PROCEDURES

Business units and Protected Disclosure Officers (as appropriate) will report to the Group Board on the number and type of whistleblower incident reports annually, to enable the Group to address any issues at a business unit and/or Group level.

These reports will be made on a 'no names' basis, maintaining the confidentiality of matters raised under this Policy.

The Group Board will receive copies of all business unit board whistleblower reports, and whistleblower reports from Protected Disclosure Officers (as appropriate). In addition, serious and/or material Reportable Conduct will be considered by the Protected Disclosure Officers for immediate referral to the Chairman of the Group Board.

7. POLICY AMENDMENT

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

8. LEGISLATION

The Group abides by the following Commonwealth acts and applicable State acts/legislation.

- Corporations Act 2001

9. RELATED DOCUMENTS AND FORMS

- AK-HR-Code of Conduct Policy
- Summary of Protections for corporate sector whistleblowers at <https://www.asic.gov.au/about-asic/asic-investigations-and-enforcement/whistleblowing/protections-for-corporate-sector-whistleblowers/>

10. RESPONSIBILITY

Authorised by	Chief Financial Officer (CFO)
Effective From	February 2020
Responsibility	Chief Financial Officer (CFO) is responsible for ensuring all Managers, supervisors and staff are aware of this Policy

11. VERSION CONTROL & AMENDMENTS

Original Version – Version 1

Policy changes: Nil

Wording changes:

- Document reformatted

Annexure A – Special protections under the Corporations Act¹

The Corporations Act gives special protection to disclosures about any misconduct or improper state of affairs relating to the Group if the following conditions are satisfied:

- (a) the whistleblower is or has been:
 - (i) an officer or employee of the Group;
 - (ii) an individual who supplies goods or services to the Group an employee of a person who supplies goods or services to the Group;
 - (iii) an individual who is an associate of the Group; or
 - (iv) a relative, dependent or dependent of the spouse of any individual referred to at (i) to (iii) above;
- (b) the report is made to:
 - (i) a Protected Disclosure Officer;
 - (ii) an officer or senior manager of the Group concerned;
 - (iii) The Group's external auditor (or a member of that audit team)²;
 - (iv) an actuary of the Group;
 - (v) ASIC;
 - (vi) APRA; or
 - (vii) a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of the whistleblower provisions in the Corporations Act;
- (c) the whistleblower has reasonable grounds to suspect that the information being disclosed concerns misconduct, or an improper state of affairs or circumstances in relation to the Group. This may include a breach of legislation including the Corporations Act, an offence against the Commonwealth punishable by imprisonment for 12 months or more, or conduct that represents a danger to the public or financial system.

Examples of conduct which may amount to a breach of the Corporations Act include: insider trading, insolvent trading, breach of the continuous disclosure rules, failure to keep accurate financial records, falsification of accounts, failure of a director or other officer of the Group to act with the care and diligence that a reasonable person would exercise, or to act in good faith in the best interests of the corporation or failure of a director to give notice of any material personal interest in a matter relating to the affairs of the company.

- (d) The protections given by the Corporations Act when these conditions are met are:
 - (i) the whistleblower is immune from any civil, criminal or administrative legal action (including disciplinary action) for making the disclosure;
 - (ii) no contractual or other remedies may be enforced, and no contractual or other right may be exercised, against the whistleblower for making the report;

¹ See Part 9.4AAA of the *Corporations Act 2001* (Cth).

² Angus Knight's external auditor as at December 2019 was Pitcher Partners.

- (iii) in some circumstances, the reported information is not admissible against the whistleblower in criminal proceedings or in proceedings for the imposition of a penalty;³
- (iv) anyone who causes or threatens to cause detriment to a whistleblower or another person in the belief or suspicion that a report has been made, or may have been made, proposes to or could be made, may be guilty of an offence and may be liable for damages;
- (v) a whistleblower's identity cannot be disclosed to a Court or tribunal except where considered necessary; and
- (vi) 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.

Confidentiality

If a report is made, the identity of the discloser must be kept confidential unless one of the following exceptions applies:

- (a) the discloser consents to the disclosure of their identity;
- (b) disclosure of details that might reveal the discloser's identity is reasonably necessary for the effective investigation of the matter
- (c) the concern is report to ASIC, APRA, or the AFP; or
- (d) the concern is raised with a lawyer for the purpose of obtaining legal advice or representation.

³ Such as where the disclosure has been made to ASIC or APRA, or where the disclosure qualifies as a public interest or emergency disclosure.

Annexure B – Special Protections under the Taxation Administration Act

The Taxation Administration Act gives special protection to disclosures about a breach of any Australian tax law by the Group or misconduct in relation to the Group's tax affairs if the following conditions are satisfied:

- (a) the whistleblower is or has been:
 - (i) an officer or employee of the Group;
 - (ii) an individual who supplies goods or services to the Group or an employee of a person who supplies goods or services to the Group;
 - (iii) an individual who is an associate of the Group;
 - (iv) a spouse, child, dependent or dependent of the spouse of any individual referred to at (i) to (iii) above;
- (b) the report is made to:
 - (i) a Protected Disclosure Officer;
 - (ii) a director, secretary or senior manager of the Group concerned;
 - (iii) any Group external auditor (or a member of that audit team)⁴;
 - (iv) a registered tax agent or BAS agent who provides tax or BAS services to the Group⁶;
 - (v) any other employee or officer of the Group who has functions or duties relating to tax affairs of the company (e.g. an internal accountant);
(The Group recipients)
 - (vi) the Commissioner of Taxation; or
 - (vii) a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of the whistleblower provisions in the Taxation Administration Act; and
- (c) if the report is made to the Group recipient, the whistleblower:
 - (i) has reasonable grounds to suspect that the information indicates misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of the Group or an associate of that company; and
 - (ii) considers that the information may assist the Group recipient to perform functions or duties in relation to the tax affairs of the Group or an associate of the company; and
- (d) if the report is made to the Commissioner of Taxation, the whistleblower considers that the information may assist the Group recipient to perform functions or duties in relation to the tax affairs of the Group or an associate of the company.

The protections given by the Taxation Administration Act when these conditions are met are:

⁴ Angus knight's external auditor at December 2019 was Pitcher Partners.

⁶ Angus Knight's tax agent as at August 2019 is Pitcher Partners.

- (a) the whistleblower is immune from any civil, criminal or administrative legal action (including disciplinary action) for making the disclosure;
- (b) no contractual or other remedies may be enforced, and no contractual or other right may be exercised, against the whistleblower for making the report;
- (c) where the disclosure was made to the Commissioner of Taxation, the reported information is not admissible against the whistleblower in criminal proceedings or in proceedings for the imposition of a penalty, except where the proceedings are concerned with whether the information is false;
- (d) unless the whistleblower has acted unreasonably, a whistleblower cannot be ordered to pay costs in any legal proceedings in relation to a report;
- (e) anyone who causes or threatens to cause detriment to a whistleblower or another person in the belief or suspicion that a report has been made, or may have been made, proposes to or could be made, may be guilty of an offence and liable to pay damages;
- (f) a whistleblower's identity cannot be disclosed to a Court or tribunal except where considered necessary;
- (g) 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 the Commissioner of Taxation, the AFP or a lawyer for the purpose of obtaining legal advice or representation in relation to the report.

Confidentiality

If a report is made, the identity of the discloser will be kept confidential unless one of the following exceptions applies:

- (a) the discloser consents to the disclosure of their identity;
- (b) disclosure of details that might reveal the discloser's identity is reasonably necessary for the effective investigation of the allegations;
- (c) the concern is report to the Commissioner of Taxation, or the AFP; or
- (d)** the concern is raised with a lawyer for the purpose of obtaining legal advice or representation.