

Introduction

Fairbrother is committed to the highest standards of ethical conduct, integrity, good corporate governance and compliance across all our business activities. An important part of this commitment is encouraging our people to speak up and report any actual or suspected unethical, illegal, fraudulent or otherwise inappropriate conduct. Creating a workplace where people feel safe, respected and supported to speak up when something does not feel right is also fundamental to this commitment.

Our Whistleblower Protection Policy (this Policy) provides a trusted avenue for concerns to be raised confidentially and, where appropriate, anonymously, without fear of intimidation, disadvantage or reprisal. We are committed to protecting people who speak up and fostering a culture where concerns can be raised openly and responsibly. Information provided will be treated in the strictest of confidence and only shared where appropriate, with consent or where required by law.

We have developed this Policy, having regard to the relevant legal requirements and current best practices relating to the protection of whistleblowers. included in the Corporations Act 2001 (Cth), Taxation Administration Act 1953 (Cth) and ASIC Regulatory Guide 270 - Whistleblower Policies.

Who is a Whistleblower?

A Whistleblower can be a current or former employee, director, officer, subcontractor or supplier of goods or services to Fairbrother, a consultant, business associate or a volunteer. It also includes the relatives, dependents or spouses of any of these individuals (Eligible Whistleblowers).

This Policy does not apply to third parties (other than Eligible Whistleblowers) including, without limitation, customers of Fairbrother. While not covered by this policy, non-eligible parties should not be discouraged from submitting a complaint if they deem it warranted to info@fairbrother.com.au.

Our Shared Responsibility

Everyone who works for Fairbrother is expected to respect our core values, our guiding principles, our policies and procedures, professional standards and applicable laws and regulations. We all have a responsibility to speak up through any of the available reporting channels when we suspect something does not look or feel right.

Where appropriate, the first point of contact may be your respective Divisional Manager. However, you may raise your concerns with any Eligible Recipient you trust. For clarity, an Eligible Recipient includes the CEO, a Director, Senior Manager or a member of People and Culture. If preferred, disclosures can also be made directly to an appropriate regulator or legal practitioner, in accordance with the protections available under the applicable whistleblower legislation. If you make a report under this policy, Fairbrother is committed to protecting you and ensuring you are not subjected to any Detrimental Conduct.

What Conduct Can Be Reported?

A report may be made where there are reasonable grounds to suspect that an employee, Director, Senior Manager, contractor, supplier or other person connected with Fairbrother has engaged in conduct that:

- is dishonest, fraudulent or corrupt;
- is illegal, including theft, violence, harassment, property damage, or breaches of competition, consumer, privacy, state or federal laws;
- is unethical or breaches Fairbrother policies;
- may harm Fairbrother, a Fairbrother employee or another party, including through unsafe work practices or environmental damage;
- involves an abuse of authority or a conflict of interest;

- may cause financial loss to Fairbrother or damage its reputation; and/or
- involves misconduct or an improper state of affairs or circumstances.

Disclosures

While not mandatory, we would prefer disclosures to be in writing where possible to ensure there is the least chance of any misunderstanding. Disclosures, if possible, should contain, as appropriate, details of the allegations including the nature of the wrongdoing, the person/s involved, and the evidence that exists.

A disclosure may be made by email or in writing by letter and provided directly to the employee's Divisional Manager or any trusted Eligible Recipient. Employees who wish to remain anonymous may submit a letter addressed to the CEO or Eligible Recipient at 12 Stony Rise Road, Devonport, Tasmania 7310. Anonymous disclosures will be accepted and may still qualify for whistleblower protection.

In contemplating the use of this Policy a person should consider whether the matter of concern may be more appropriately raised under the Company's Grievance and Dispute Resolution Procedure or Workplace Behaviour Procedure.

A disclosure that relates solely to a personal work-related grievance does not generally qualify for protection under this Policy.

In particular, a grievance about any matter relating to the discloser's current or former employment that has, or tends to have, implications for the discloser personally will generally not qualify for whistleblower protection where it does not have significant implications for Fairbrother beyond the discloser's individual circumstances.

Examples of matters that may be considered personal work-related grievances include:

- an interpersonal conflict between the discloser and another employee;
- a decision relating to the engagement, transfer or promotion of the discloser;
- a decision relating to the terms and conditions of engagement of the discloser; and
- a decision to suspend or terminate the engagement of the discloser or otherwise discipline the discloser.

However, protection may apply where the grievance relates to detrimental treatment, or a threat of detrimental treatment, because the individual has made, may make, or is believed to have made a protected disclosure.

Investigation of Disclosures

Fairbrother will assess and, where appropriate investigate disclosures made under this Policy as soon as reasonably practicable after the disclosure is received. It may appoint one or more suitably qualified internal or external persons to assist with or conduct the investigation.

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

While the particulars of the investigation process will be determined by the nature and circumstances of the disclosure, where the disclosure is not anonymous, an investigator will contact the Whistleblower as soon as practicable following receipt and initial assessment of the disclosure. The investigator will discuss the investigation process with the Whistleblower, including how the disclosure will be managed, any information that may be required from them, and other matters relevant to the investigation.

Where appropriate, Fairbrother will provide the Whistleblower with updates regarding the progress and outcome of the investigation. Where a report is submitted anonymously, Fairbrother will conduct the

investigation based on the information provided and will not be able to seek further information or provide updates unless an appropriate means of communication is available

Protections and Support

Fairbrother will support Whistleblowers and take reasonable steps to protect them from Detrimental Conduct in the following ways:

(a) Protection from Detrimental Conduct

Fairbrother will ensure that no person acting on its behalf victimises, or causes or threatens to cause detriment to, a person because they have made, may have made, or could make a disclosure that qualifies for protection under this Policy.

Fairbrother will assess the risk of detrimental conduct following a disclosure and, where appropriate, implement measures to manage and mitigate that risk, which may include monitoring workplace relationships, adjusting reporting lines, arranging temporary leave, and conducting ongoing welfare checks with the whistleblower.

If a person makes a disclosure that qualifies for protection under this Policy, they will not be subject to disciplinary or other detrimental conduct because they have made the disclosure.

This includes, but is not limited to, protection from:

- i. termination of employment;
- ii. performance management;
- iii. alteration of an employee's position or duties to their disadvantage;
- iv. harassment or intimidation;
- v. unlawful discrimination;
- vi. damage to a person's property;
- vii. damage to a person's reputation;
- viii. damage to a person's business or financial position
- ix. enforcement or exercise of a contractual or other remedy;
- x. termination of a contract to which the person is a party, on the basis that the disclosure constitutes a breach of the contract.

(b) Protection of the Whistleblower's Identity

Fairbrother will take reasonable steps to protect a whistleblower's identity and the confidentiality of their disclosure, including restricting access to reports on a need-to-know basis, securely storing information, redacting identifying information where appropriate, and using pseudonyms where practicable.

Where Fairbrother obtains information, directly or indirectly, as a result of a disclosure that qualifies for protection under this Policy, it will not disclose the identity of the Whistleblower, or information that is likely to lead to their identification, except where the disclosure is authorised under this policy or by law. This may include:

- i. to ASIC; or
- ii. to a member of the Australian Federal Police; or
- iii. to a Commonwealth authority, or a State or Territory authority, for the purpose of assisting the authority in the performance of its functions or duties; or

- iv. to a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of this Policy; or
- v. with the consent of the discloser; or
- vi. as reasonably necessary for the purpose of investigating the matter, provided the disclosure does not reveal the identity of the Whistleblower and all reasonable steps are taken to reduce the risk of the Whistleblower being identified as a result.

(c) Protection of Other Persons

When Fairbrother obtains information that qualifies for protection under this Policy, it will ensure the fair treatment of employees who are mentioned in the disclosure, or to whom the disclosure relates, including those who are the subject of the disclosure, in the following ways:

- i. By not disclosing their identity, or information that is likely to lead to their identification, except where it does so for the purposes of (b)(i) to (iv) & (vi) above;
- ii. By applying the rules of procedural fairness to any investigation under this Policy; and
- iii. By treating individuals fairly and consistently in line with the Company's policies, procedures, and applicable laws and not authorising or condoning behaviour or conduct towards them that is inconsistent with these requirements.

(d) Additional Support

Fairbrother recognises that making a disclosure as a Whistleblower may be stressful and can cause concern.

Employees and their immediate relatives may access the Employee Assistance Program (EAP) / Confidential Counselling Service, details of which are provided below. Employees may also request additional support or adjustments to their working arrangements where appropriate.

CLS ()

1300 132 098

chooselifeservices.org.au

The Company recognises that non-employee Whistleblowers may have different support needs and will consider appropriate support on a case-by-case basis, to the extent reasonably possible.

Policy Awareness and Governance

Fairbrother ensures that employees are made aware of this Policy and the whistleblower protections and reporting processes available to them as part of the onboarding process. The Policy is readily accessible to all employees on SharePoint. Relevant managers and personnel also receive appropriate guidance on their responsibilities in relation to whistleblower disclosures, including confidentiality and the appropriate handling of disclosures.

People and Culture oversee the administration of the whistleblower program, including maintaining appropriate records, coordinating the management and investigation of disclosures, and supporting the appropriate escalation and reporting of significant matters to senior management or the Board. Disclosures made directly to an Eligible Recipient, are managed in accordance with this Policy and may be referred to People and Culture or another appropriate person for support, investigation or oversight, having regard to confidentiality requirements and any actual or potential conflicts of interest.