

Policy

(Board Approved)



Title: Whistleblower Protection Policy

Document Number – GOV-POL-29

1.0 Policy Statement

Stanwell will observe its obligations under all laws and regulations that are applicable to its business and is committed to creating and supporting a workplace culture that promotes fair and just ethical standards, as set out in the Stanwell Code of Conduct.

The Whistleblower Protection Policy is intended to support this workplace culture by providing a framework for our people who seek to disclose **Reportable Conduct** allegedly committed by our people.

Through this framework we are committed to ensuring that our people, who provide information on Reportable Conduct, are supported and protected and are not disadvantaged in any way from validly raising concerns about suspect behaviour.

2.0 Scope

This policy applies to Stanwell's directors, employees, former employees, all contractors, service providers (such as consultants) and suppliers working for or at Stanwell (**our people**).

3.0 Purpose

This policy establishes a common understanding of:

- what Reportable Conduct is;
- the mechanisms by which our people can disclose Reportable Conduct; and
- the support and protection that is available to our people who disclose Reportable Conduct.

4.0 Content

4.1 Reportable Conduct

Reportable Conduct includes conduct, which in the view of the individual making the disclosure, is:

- (a) dishonest;
- (b) fraudulent;
- (c) corrupt;
- (d) unethical;
- (e) an illegal act including theft, drug sale or use; violence or threatened violence and criminal damage against property;
- (f) a repeated breach of Stanwell Policy or administrative processes;
- (g) a breach of Commonwealth or State legislation or local authority by-laws;
- (h) an unsafe work practice which involves substantial risk to the health and safety of our people or the public;
- (i) any other conduct which may cause financial or non-financial loss to Stanwell or be otherwise detrimental to the interests of Stanwell; and
- (j) any deliberate concealment relating to any of the above.

WRITTEN BY: K. Buckley

ENDORSED/CHECKED BY: M O'Rourke

APPROVED BY: Board

Doc No: GOV-POL-29

Revision No: 4

Revision Date: 04.09.2018

Page: 1 of 5

Approved via Board Memorandum Number: BD-18.07.9.1

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

4.2 Protected Disclosures

A protected disclosure is a qualifying disclosure, in relation to Reportable Conduct, made by our people under the statutory regimes of the *Public Interest Disclosure Act 2010* (Qld) or the *Corporations Act 2001* (Cth) (Part 9.4AAA – Protection for Whistleblowers).

Making a Protected Disclosure entitles our people, who make a disclosure, to support and protection from reprisals.

You must comply with the Protected Disclosure Procedure when making a Protected Disclosure.

4.3 Disclosing Reportable Conduct

If you wish to make a disclosure, you are encouraged to report matters in the first instance to:

- your Manager; or
- the most Senior Human Resources Advisor responsible for your site.

Where this is not appropriate or you wish to remain anonymous, matters may be reported to the Company Secretary (Whistleblower Protection Officer) by the methods listed below:

Phone:	1800 671 902
Email:	company.secretary@stanwell.com
Mail:	Feedback C/- Company Secretary GPO Box 800 Brisbane QLD 4000

Where a serious allegation has been made that could result in reprisals against the Discloser, the recipient of the information (such as the manager or Senior HR Advisor) must treat the disclosure confidentially and immediately report the disclosure to the Company Secretary (Whistleblower Protection Officer), so that the information can be dealt with under the Protected Disclosure Procedure.

4.4 Investigation Procedure

An investigation of the Reportable Conduct will be undertaken by appropriately qualified parties depending on the matter and the content of the disclosure.

The aim of the investigation into Reportable Conduct will be to substantiate or refute the claims.

4.5 Anonymity and Confidentiality

Except to the extent permitted by law, all information received in respect of Reportable Conduct will be held in strict confidence and, where expressly requested, the identity of the Discloser will not be divulged without obtaining their permission.

An unauthorised revelation of the identity of the Discloser or of the details of the disclosure may result in disciplinary action against the divulger of the information.

4.6 Immunity from Disciplinary Action

The intention of this Policy is to encourage the reporting of Reportable Conduct and as such, we may provide a Discloser with immunity from disciplinary action provided that you have acted in good faith and have not engaged in serious misconduct, illegal conduct, or wilfully been involved in the reportable conduct.

4.7 Penalisation

If you disclose Reportable Conduct in good faith, and provided that you have not been involved in the conduct reported, we will ensure that you **are not** penalised or personally disadvantaged, because of your disclosure, by any of the following:

- (a) dismissal;
- (b) demotion;
- (c) any form of harassment;

- (d) discrimination; or
- (e) bias

Disciplinary action may be taken against any employee or manager found to have penalised or personally disadvantaged an employee or contractor, because of their status as a Discloser.

4.8 False of Misleading Information

You **must not** intentionally provide false or misleading information when making a disclosure of information about Reportable Conduct or in connection with an assessment or investigation about Reportable Conduct.

If you are found to have intentionally provided false or misleading information, disciplinary action may be taken against you. In some circumstances, providing false or misleading information could be a criminal offense.

4.9 Reporting

Reporting on the findings of investigations about Reportable Conduct will be provided to the Chief Executive Officer, the Board and where applicable, external agencies.

To help you follow this policy, we will:

- (a) train you about the policy, procedure and your obligations under the relevant legislation, codes and guidelines;
- (b) maintain a procedure that details the mechanisms by which we will manage a Protected Disclosure; and
- (c) provide adequate resources to investigate, support, and protect you from reprisal, if you disclose Reportable Conduct.

5.0 Responsibilities and Authorities

Our people must:

- (a) report information about suspected Reportable Conduct;
- (b) make disclosures in “good faith”. This means you must make the disclosure with a genuine belief in its truth;
- (c) comply with this Policy and the Protected Disclosure Procedure; and
- (d) ask your supervisor or manager if you do not understand any part of the policy or procedure.

Managers and **supervisors** must:

- (a) make sure their employees and contractors know about this policy and the Protected Disclosure procedure; and
- (b) ensure that this policy is complied with if they receive information about suspected Reportable Conduct from their employees and contractors.

The **Company Secretary** must:

- (a) from time to time, review the policy, procedure and any changes in the law, and make recommendations regarding any necessary policy changes and implications;
- (b) advise the Executive Leadership Team and the Board about policy changes and implications for the policy and procedure;
- (c) give advice, guidance and assistance about the Policy and Procedure.

The **Executive General Manager Business Services** must ensure our people are trained on the Policy, Procedure and relevant legislation, codes and guidelines;

The **Executive Leadership Team** members must comply with the Policy and Procedure and make sure that the Policy and Procedure are followed.

The **Stanwell Board** has ultimate accountability for the Whistleblower Protection Policy.

6.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 2 years.

Consultation:

The Executive Leadership Team members and the Stanwell Board of Directors.

Communication/Requirements after Update:

This Policy is available electronically in TRIM and is available on GenNet.

7.0 Definitions

Discloser	refers to our people who disclose Reportable Conduct in accordance with this Policy or the Protected Disclosure Procedure
Corrupt Conduct	<p>is defined by Part 2 of the <i>Crime and Corruption Act 2001 (Qld)</i>. The conduct in question must satisfy a number of cumulative threshold tests, being whether the conduct:</p> <ul style="list-style-type: none"> • adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of an agency or a public office holder; and • results, or could result, directly or indirectly, in the performance of functions or exercise of powers in a way that is not honest or impartial; involves a breach of the public trust; or involves a misuse of information; and • is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and • would, if proved, be a criminal offence or a disciplinary breach providing reasonable grounds for terminating the person's services.
Our people	refers to Stanwell Directors, employees, former employees, all contractors, service providers (such as consultants) and supplier working for or at Stanwell, in your capacity as a director, employee, contractor, service provider or supplier of Stanwell.
Protected Disclosure	<p>refers to a disclosure of information by our people in relation to:</p> <ul style="list-style-type: none"> • conduct of our people that could, if proven, be corrupt conduct; • the conduct of our people that could, if proven, be a reprisal that relates to a previous disclosure made by our people to Stanwell, the Crime and Corruption Commission or to the Australian Securities and Investment Commission; and • breaches of the <i>Corporations Act 2001 (Cth)</i> or the <i>Australian Securities and Investment Commission Act 2001 (Cth)</i>.
Reprisal	<p>means causing, attempting to cause or attempting to induce a person to cause detriment to a person because, or in the belief that, that person or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure about reportable conduct; or • is, has been, or intends to be, involved in a proceeding under the Public Interest Disclosure Act 2010 (Qld) or Corporations Act 2001 (Cth), against any person
Stanwell	refers to Stanwell Corporation Limited

8.0 References

GOV-POL-30 - Code of Conduct
 GOV-PROC-36 - Protected Disclosure Procedure
 Public Interest Disclosure Act 2010 (Qld)
 Corporations Act 2001 (Cth)

9.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	29.02.2012	Policy created to reflect the Stanwell Corporation's process after the merger of Stanwell Corporation, TEC and CS Energy sites Mica Creek and Swanbank.	K. Buckley		Board
1	29.04.2014	Minor amendments made to reflect the 'current' title of the Executive General Manager allocated 'responsibility' under this Policy and to reflect current governance processes	K Buckley		Board
2	05.09.2014	Replaced definition of Official Misconduct with definition of Corrupt Conduct. Replaced references to Crime and Misconduct Commission with Crime and Corruption Commission	K Buckley		K Buckley (acting under authority delegated by the Board on 8 July 2014)
3	12.07.2016	Minor amendments made as a result of biennial review	K Buckley		Board
4	04.09.2018	Amendments made to extend to the coverage of the Policy to former employees, service providers and suppliers in line with Whistle-blower best practice and good governance for Whistle-blower programs	Karen Buckley	Michael O'Rourke	Board