



# Whistleblower Policy

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|-----------------|---------|--------------|---------------|--------------|-------------|
| BCOP-002        | 1       | HR           | Gary Cochrane | 20/12/18     | 20/12/19    |

## 1. Our commitment

The Bounty Group is committed to a culture of respect and ethical conduct in the way we work and relate to each other.

We recognise the value of keeping the laws and standards that apply to us in our work and encourage everyone to report misconduct.

We will not tolerate corrupt, illegal or other undesirable conduct nor condone victimisation of anyone who intends to disclose or has disclosed misconduct.

## 2. Scope

This policy applies to anyone whilst performing work for us or doing something in connection with their work for us. It includes directors, board members, company officers, managers, employees, volunteers, contractors and consultants, work experience students, commissioned agents and consultants (collectively referred to as 'Employees').

## 3. Objective of this Policy

The objects of this policy are to:

- Encourage and allow persons to disclose misconduct;
- Ensure misconduct is identified and properly dealt with;
- Support and protect anyone from victimisation relating to the disclosure;
- Ensure the identity of those making a disclosure (Whistleblower) and the content of the disclosure are kept confidential.

## 4. What should be reported?

If you have seen or have reasonable grounds to suspect misconduct, report it (Disclosure).

Misconduct includes but is not limited to:

- Dishonest, corrupt or illegal conduct;
- Theft, fraud or misappropriation;
- Damage/sabotage, violence, drug & alcohol sale/use;
- Risks to the health and safety;
- Inappropriate or unethical conduct;



# Whistleblower Policy

- Misuse of information;
- Bullying, discrimination, harassment or other unacceptable behaviour;
- Significant breach of Bounty's Code of Conduct, internal policies and procedures or the law;
- Serious and substantial waste of company resources;
- Victimising someone for making a disclosure;
- Causing substantial financial or non-financial loss or detriment our organisation;
- Other serious improper conduct.

## 5. Making a disclosure

There are two ways to make a disclosure.

### 5.1 Internal

This policy is not intended to replace or alter your first obligation which is to resolve matters quickly and internally where appropriate. You are encouraged to continue raising misconduct at any time with your supervisors and managers and to make every attempt to report and resolve misconduct informally and internally.

Internal Whistleblowers may use any of the following channels of communication to make a report:

- verbally or in writing to their immediate supervisor or department manager (manager will provide the information to a WPO); or
- verbally or in writing to a Bounty Group Whistleblower Protection Officer/Coordinator ("WPO or WPC") as defined in section 5.2; or
- if for any reason the Whistleblower does not feel they are able to use the internal channels, they may contact the independent Whistleblower Service, which Bounty has appointed per section 5.2.

At any time, a person who is unsure about whether to make a disclosure will be entitled to discuss the matter in confidence with their immediate supervisor or department manager or a WPO/WPC. In the event a Whistleblower does not formally make a disclosure, Bounty may never the less be compelled to act on the information if the information reasonably suggests Reportable Conduct has occurred or may occur.

You may also make a disclosure promptly using the Complaints & Disputes Policy or related Grievance Procedures.

### 5.2 External

This policy is not intended to replace or alter your first obligation which is to resolve matters quickly and internally where appropriate. You are encouraged to continue raising misconduct at any time with your supervisors and managers and to make every attempt to report and resolve misconduct informally and internally.



## Whistleblower Policy

If you are not comfortable or able to report misconduct internally, you may make a disclosure to Bounty's external and independent Whistleblowing Service provider.

We have contracted **Your Call** Whistleblowing Solutions ("**Your Call**") to receive and manage your disclosure with impartiality and in strict confidence. Your Call is liaison between you and Bounty.

This option allows you to:

- remain completely anonymous; or
- identify yourself to **Your Call** only; or
- identify yourself to both **Your Call** and Bounty

The **Your Call** reporting options include:

- Website (24/7)            <https://www.yourcall.com.au/report>
- Telephone                1300 790 228  
(9am-12am, recognised business days, AEST)

Online reports can be made via the website address listed above. You will be required to enter Bounty's unique identifier code '**BNT123**'.

The Bounty Whistleblower Protection Officers who will have access to your report include:

- Brooke Lancaster, HR Manager (WPC)
- Eryl Baron, Chief Financial Officer/ Company Secretary (WPO)
- Francois Mienie, General Manager (WPO)

In the event the disclosure involves one of the above officers, the below officer will be contacted as an alternative:

- Gary Cochrane, Chief Executive Officer (Alternative WPO)

**Your Call** will avoid any of these Officers at your request. After making a disclosure, **Your Call** will provide you with a unique Disclosure Identification Number (DIN) and access to a secure online Message Board.

The Message Board allows you to:

- communicate with **Your Call** and/or Bounty without revealing your identity
- securely upload any relevant documentation and/or material that you wish to provide
- receive updates
- request support or report victimisation



# Whistleblower Policy

You may continue using the Message Board for as long as you wish.

If you cannot access the Message Board, you may contact **Your Call** via phone (above) for verbal updates.

## 6. National Relay Service

If you are deaf, or have a hearing or speech impairment, you can contact **Your Call** online or through the National Relay Service. Simply choose your contact method at [www.relayservice.gov.au](http://www.relayservice.gov.au) and request **Your Call's** hotline 1300 790 228.

## 6. Supporting Evidence of Misconduct

We do not expect a disclosure to include absolute proof of misconduct. If possible, it should include:

- Names, dates, times, locations
- A description of the misconduct
- Names of anyone who may substantiate the disclosure
- Anything that supports the disclosure such as email, documents, CCTV

These details will assist us in deciding how best to deal with and resolve the disclosure.

## 7. Confidentiality and Privacy

Bounty and **Your Call** will treat disclosures in the strictest confidence. All reports and records relating to a disclosure will be stored securely and able to be accessed only by authorised staff.

### 7.1 Will my identity be treated confidentially?

Your identity will not be disclosed by **Your Call** or Bounty unless:

- You consent to disclosing your identity
- The disclosure is required by law
- It is necessary to prevent a serious threat to a person's health or safety

An unauthorised disclosure of:

- The identity of a whistleblower
- Information from which the identity of the whistleblower could be inferred

will be regarded as a disciplinary matter and will be dealt with in accordance with the Bounty's disciplinary procedures.

As a whistleblower you may request **Your Call** to provide special protection measures if your identity is likely to be disclosed from the information in the disclosure. Requests will be considered taking into account both the interests of the Whistleblower and Bounty.



# Whistleblower Policy

## 8. Protection against victimisation

We will do everything reasonably possible to protect anyone who intends to or actually makes a disclosure, acts as a witness or otherwise assists with the investigation and resolution of the disclosure from victimisation. The person/s against whom a disclosure is made will be afforded protection as stated in section 15.

We will thoroughly investigate reports of victimisation. If proven, those who have victimised another will be subject to management action including disciplinary action up to dismissal.

Nothing in this policy is intended to abrogate or diminish any additional or alternative protections which may be available at law.

### 8.1 Support

The WPC will initiate or coordinate support for anyone who has or is in the process of making a disclosure. An appropriate support person and/or other support services will be provided based on the circumstances and nature of the request.

As a first step, employees can contact the Employee Assistance Program.

## 9. What happens after I make a disclosure to Your Call?

**Your Call** is the external liaison between you and Bounty.

**Your Call** will:

- Receive the disclosure you make to **Your Call**
- Make a record of the information you provide
- Ensure your identity is kept confidential if you wish
- Allow you to access the **Your Call** Message Board to enable you to communicate with Bounty. You may post questions and information on line for the attention of the Bounty. If you wish you can remain anonymous throughout the communications
- **Your Call** will refer the disclosure, including the information and documents provided by you, to the WPO / WPC within one business day

Please Note: **Your Call** is not the decision maker. All decisions relating to the disclosure are entirely the role and responsibility of Bounty.

The Bounty Whistleblower Protection Coordinator (WPC) will receive the disclosure from **Your Call**. The WPC is appointed by us to liaise between Bounty and **Your Call** in relation to the disclosure.

The WPC will:

- Carefully assess the information provided to decide the best action to take, including whether an investigation is required, to determine whether the misconduct is proven or not proven



## Whistleblower Policy

- Maintain the information provided in a confidential and secure filing system
- Oversee and coordinate the investigation where an investigator has been appointed
- Act as the Welfare Manager to support and protect the Whistleblower, if necessary, from victimisation.
- Advise the Whistleblower (through **Your Call** where anonymity is requested) of the progress of the matter to the extent it is legally permissible and appropriate to do so
- Take all reasonable steps to ensure the identity of the Whistleblower and the person/s who is the subject of the disclosure are kept confidential

The WPC will also consider the employee assistance, welfare and protection needs of a whistleblower and safeguard their interests in accordance with this policy and the law.

### **10. What happens if the Misconduct is proven?**

If the misconduct is proven Bounty will decide what action to take including disciplinary action up to dismissal.

The disciplinary action will depend on the severity, nature and circumstance of the misconduct.

### **11. Every Employees' responsibility**

Every employee has a responsibility to:

- remain alert to misconduct
- report known or suspected misconduct in accordance with this Policy
- act in a way that reduces, prevents or stops misconduct
- support (and not victimise) those who have made or intend to make a disclosure
- to ensure the identity of the Whistleblower and the person/s who is the subject of the disclosure are kept confidential

### **12. Will the whistleblower be kept informed?**

Subject to privacy and confidentiality requirements the whistleblower will be kept informed of:

- relevant progress of the disclosure
- the outcome of the disclosure
- to the extent that it is legally permissible and appropriate to do so.



# Whistleblower Policy

## 13. Appointment of an Investigator

If an investigation is necessary Bounty may choose to appoint:

- an investigator who is independent of the business unit concerned, the whistleblower or any person involved in the disclosure; or
- an external investigator

### 13.1 Role of Investigator

The investigation must be conducted in a constructive, impartial and lawful way and according to the principles of natural justice and procedural fairness.

The Investigator will:

- gather information, material and documentation relating to the disclosure as quickly as possible. (This may involve taking steps to protect or preserve documents, materials and equipment.)
- take a statement or record of interview and or tape all formal interviews with witnesses as required;
- store information gathered in the investigation securely;
- take all reasonable steps to protect the identity of the Whistleblower;
- where disclosure of the identity of the whistleblower cannot be avoided due to the nature of the allegations, the investigator will warn the whistleblower of this probability;
- complete the investigation and provide a report to Bounty.

### 13.2 Investigator's Report

At the conclusion of the investigation, the investigator will provide a written report to Bounty including:

- a finding of all relevant facts
- whether the disclosure is proven, not proven or otherwise
- recommendation/s, when requested to do so, as to any action that may be taken in respect of the findings

Bounty will use the report to decide appropriate action in resolving the disclosure. The findings will be communicated to the relevant parties involved to the extent that it is legally permissible and appropriate to do so.

## 14. Reporting Requirements

Bounty will refer:



## Whistleblower Policy

- the information in the disclosure
- the findings of an investigation have revealed conduct that may constitute a legal or criminal offence

to an external agency, such as the police, ASIC or APRA when required to do so under a State or Commonwealth law.

### 15. Assistance to other persons involved in the disclosure

Bounty and **Your Call**:

- accept that everyone who is involved in the disclosure, such as a witness, and the person against whom a disclosure is made, must also be supported and protected during the investigation and at all relevant times thereafter
- will take all reasonable steps to ensure their confidentiality is not disclosed
- will not disclose any information relating to the matter unless it is legally permissible and appropriate or necessary to do so

### 16. What are the consequences of making a false disclosure?

Anyone who knowingly makes a false disclosure or who fails to act honestly without any reasonable belief of the misconduct may be subject to disciplinary action, including dismissal.

The disciplinary action will depend on the severity, nature and circumstance of the false disclosure.

### 17. Immunity from disciplinary action

We want you to speak up against misconduct.

Anyone who makes a disclosure will be provided with immunity from disciplinary action if:

- the disclosure was made with reasonable grounds for suspecting misconduct has or may occur, and
- the person has not engaged in serious misconduct or illegal conduct relating to the disclosure

*NOTE: Bounty has no power to offer any person immunity against prosecution in the criminal jurisdiction. Immunity against prosecution can only be granted, in most jurisdictions, by the Director of Public Prosecutions.*

### 18. Review of this policy and program

This Policy came into effect on 20 December 2018.

Bounty will review this Policy annually to ensure it meets the objectives of Bounty and Employees.