



SKILLSIQ

CAPABLE PEOPLE MAKE CLEVER BUSINESS

SkillsIQ Whistleblower Policy



Purpose

SkillsIQ Limited ('the Company') is committed to a culture of corporate compliance and ethical behaviour.

This policy deals with certain issues relating to misconduct, malpractice, internal controls and conflicts of interest. It ensures compliance with the laws and regulations applicable to the Company and its employees, and how to deal with concerns that are likely to arise in the work environment.

Application

This policy applies to all employees of the Company as defined under the *Corporations Act*.

Objectives

The objectives of this policy are to:

- a) encourage employees to disclose any malpractice, misconduct or conflicts of interest of which they become aware;
- b) provide protection for employees who report allegations of malpractice, misconduct or conflicts of interest; and
- c) ensure that all allegations are thoroughly investigated with suitable action taken, where necessary.

Policy

Whistleblower protection

This policy is designed to ensure that honesty and integrity are maintained within the Company.

A whistleblower is protected against adverse employment actions (dismissal, demotion, suspension, harassment, or other forms of discrimination) for raising allegations of malpractice, misconduct or conflicts of interest. Subject to this policy, a whistleblower is protected, even if the allegations prove to be without foundation, unsubstantiated or incorrect.

Employees who participate, or assist, in an investigation will also be protected. Every effort will be made to protect the anonymity of the whistleblower. However, there may be situations where anonymity cannot be guaranteed. In such situations, the whistleblower will be fully briefed.

Reportable conduct

This policy is not designed to deal with general employment grievances and complaints.

All employees should be aware that, if an employee makes a false report, deliberately, maliciously, or for personal gain, that employee may face disciplinary action. Below are some examples of reportable malpractice, misconduct or conflicts of interest:

- a) dishonesty;
- b) fraud;
- c) corruption;
- d) illegal activities (including theft, drug sale/use, violence, threatened violence, or criminal damage against the Company's assets/property);
- e) discrimination, vilification, sexual harassment, harassment, bullying and victimisation;
- f) acts or omissions in breach of Commonwealth or State legislation or local authority by-laws;
- g) unethical behaviour;
- h) other serious improper conduct (including gross mismanagement, serious and substantial waste of the Company's resources, or repeated breaches of administrative procedures);
- i) unsafe work practices;
- j) any other conduct which may cause financial or non-financial loss to the Company or be otherwise detrimental to the interests or reputation of the Company, or any of its employees; or
- k) the deliberate concealment of information tending to show any of the matters listed above.

Protection of whistleblower

When the policy will operate

This policy protects the whistleblower against any reprisals, provided that the whistleblower identifies himself or herself, and that the claim:

- a) is submitted in good faith and without any malice or intentionally false allegations;
- b) is based on the whistleblower's reasonable belief that the malpractice or misconduct, or issue related to the malpractice or misconduct, constitutes, or may constitute, a material violation; and
- c) does not result in a personal gain or advantage for the whistleblower.

No reprisals

No alleged malpractice or misconduct which meets the above-mentioned conditions will give rise to any reprisals, or threat of reprisals, against the whistleblower, unless the whistleblower is a participant in the prohibited activities with respect to which the complaint is made.

If the whistleblower was involved in the activities, the decision to file the complaint is only likely to affect the extent of the disciplinary measures, if any, that may eventually be taken against such whistleblower. Effectively, this means that the Company, and its directors, officers, employees and agents, will not penalise, dismiss, demote, suspend, threaten or harass a whistleblower, or transfer the whistleblower to an undesirable job, or location, or discriminate in any manner against the whistleblower, to take reprisals, or to retaliate, as a result of the whistleblower having reported an act that is illegal or unethical, or deemed illegal or unethical, unless the whistleblower is a participant in the illegal or unethical act or acts.

The Company considers any reprisal against a whistleblower to be a serious breach of this policy and one likely to result in disciplinary measures, including dismissal.

This protection applies to anyone providing information related to an investigation pursuant to this policy.

Confidentiality

The Company recognises that maintaining appropriate confidentiality is crucial to ensuring that potential whistleblowers come forward and disclose their knowledge, or suspicions, about malpractice or misconduct in an open and timely manner and without fear of reprisals being made against them.

The Company will take all reasonable steps to protect the identity of the whistleblower and will adhere to any statutory requirements in respect of the confidentiality of disclosures made. In appropriate cases, disclosure of the identity of the whistleblower, or the allegation made by him or her, may be unavoidable, such as if court proceedings result from a disclosure pursuant to this policy.

Reporting Procedures

Any person who has reasonable grounds to suspect that malpractice or misconduct has occurred is encouraged to report that suspicion to his or her manager. If the whistleblower considers this inappropriate, he or she should raise the concern with the Board of Directors (Board) or one of the CEO, CFO or General Manager (leadership team), by phone or email, or in writing.

All claims of malpractice or misconduct should provide specific, adequate and pertinent information with respect to, among other things, dates, places, persons, witnesses, amounts, and other relevant information, in order to allow for a reasonable investigation to be conducted. If the whistleblower discloses his or her name, the person receiving the claim will acknowledge having received the complaint and may initiate a follow-up meeting. However, if the claim is submitted on an anonymous basis, there will be no follow-up meeting regarding the claim of malpractice or misconduct and the Company will be unable to communicate with the whistleblower if more information is required, or if the matter is to be referred to external parties for further investigation.

Please remember that all claims of malpractice or misconduct received are treated on a confidential basis and whistleblowers are encouraged to disclose their identities, to obtain the protection afforded to them at law.

Procedures following disclosure

Once a report of suspected malpractice or misconduct has been received from a whistleblower, who has provided reasonable grounds for his or her belief that malpractice or misconduct has occurred, an investigation of those allegations will commence.

To the extent they have not been raised with the Board in the first instance, all material violations must be reported to the Board, as must the result of any investigations, any actions which may be required, and any actions flowing from those investigations as a result of the investigations.

Investigations

Investigations will be conducted promptly and fairly with due regard for the nature of the allegation and the rights of the persons involved in the investigation.

Evidence, including any materials, documents or records, shall be held by the investigator, and held securely. The person receiving the disclosure must report it as soon as possible to the Board or a member of the leadership team. The Board or the relevant member of the leadership team will then determine whether the allegation is, in fact, pertinent to any of the issues mentioned in this policy.

The Board or the relevant member of the leadership team will determine the appropriate method for the investigation. In appropriate cases, the Board or the relevant member of the leadership team may ask for the assistance of an internal or an external accounting or legal specialist, as the Board or the relevant member of the leadership team deems necessary.

During the investigation, the investigator will have access to all of the relevant materials, documents, and records. The directors, officers, employees and agents of the Company must cooperate fully with the investigator. During the investigation, the Board or the relevant member of the leadership team will use all reasonable means to protect the confidentiality of the information regarding the whistleblower.

Reporting

At the conclusion of the investigation, the investigator will prepare a report of the findings for the Board or the relevant member of the leadership team. If the final report indicates that the malpractice or misconduct has occurred, the final report will include recommendations for steps to be taken to prevent the malpractice or misconduct from occurring in the future. It will also outline any action that should be taken to remedy any harm or loss arising from the malpractice or misconduct. This may include disciplinary proceedings against the person responsible for the misconduct, and the referral of the matter to appropriate authorities, as is deemed necessary by the Board or the relevant member of the leadership team.

Communications to the whistleblower

The Company will ensure that, provided the claim was not submitted anonymously, the whistleblower is kept informed of the outcomes of the investigation of his or her allegations, subject to the considerations of privacy of those against whom the allegations are made.

Further information and advice

For further information, refer to other related policies or contact Robert Grierson, the Company Secretary of the Company on 02 9392 8100 or Robert.Grierson@skillsiq.com.au.