



Whistleblowing Policy Australia

December 2019

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1. The Quantum view

What it is ...

A policy that explains:

- the protections and support available to whistleblowers; and
- the steps that Quantum will take to investigate whistleblowing reports.

What it means ...

If you report a concern and qualify for protection, you will be protected against retaliation such as harassment and victimisation. You do not need to reveal your identity when you raise a concern.

Who it applies to ...

- Quantum's past and present directors, company secretaries and employees;
- Quantum's contractors and suppliers (and their employees); and
- any relatives and dependants of the individuals described above.

2. What is the purpose of this Policy?

- 2.1 This Whistleblower Policy ("**Policy**") reflects Quantum's commitment to the highest standards of ethical conduct in all of its activities by:
- (a) promoting a culture of honesty, ethical behaviour and corporate compliance;
 - (b) encouraging the reporting of any instances of suspected misconduct and illegal behaviour; and
 - (c) contributing to a culture of continuous improvement.
- 2.2 This Policy is important to Quantum's risk management and corporate governance framework. It is also intended as a practical tool to help Quantum identify, address and deter wrongdoing.
- 2.3 A person who raises a concern under this Policy may qualify for special protections which are available at law. These special protections will apply if the:
- (a) nature of the concern is about the types of serious misconduct and corporate wrongdoing that are identified in section 3; and
 - (b) concern is raised in accordance with the process outlined in sections 4 to 6.
- (Protected Disclosure).**
- 2.4 The legal requirements that underlie this Policy are set out in Schedule 2.

3. What types of misconduct does this Policy apply to?

- 3.1 For a report to be a **Protected Disclosure** it must relate to serious misconduct or an improper state of affairs and circumstances such as:
- (a) fraud (e.g. misappropriation of trust funds or fraudulent fabrication of data provided to a client), bribery (e.g. bribing a government official for access to sensitive data) and corruption (e.g. providing sensitive government data obtained through a retainer to an overseas government without authorisation);
 - (b) illegal activity (e.g. theft, drug sale or use, violence, criminal damage to property or other breaches of the law);
 - (c) a concern that might harm Quantum, a Quantum employee or a third party (e.g. unsafe work practices);
 - (d) a concern that might damage Quantum's reputation; or

- (e) a concern that may endanger the public, or Australia's financial system.
- 3.2 Importantly, a report can still qualify for the special protections even if it turns out to be incorrect.
- 3.3 Reports that relate to personal work-related grievances (that do not also involve serious misconduct, like the examples discussed above), do not qualify for protection under this Policy. Examples of personal work-related grievances might include:
 - (a) a conflict between two employees;
 - (b) a decision to transfer or demote an employee;
 - (c) a decision about an employee's terms and conditions of employment; or
 - (d) a decision to suspend or terminate a contractor.
- 3.4 If you raise a concern about a personal work-related grievance, although you may not qualify for the special protections outlined in this Policy, you will still be afforded the protections that are explained in Quantum's Grievance Handling Policy ([link](#)).
- 3.5 Regardless of whether the matter relates to a personal work-related grievance, you will be offered the special protections under this Policy if you:
 - (a) suffer from, or are threatened with, detriment for making a disclosure; and/or
 - (b) seek legal advice about the special protections that are available to you.
- 3.6 If you have any questions about how this Policy operates and the circumstances in which the special protections will apply, please contact **Quantum's General Counsel** (whose contact details can be found in Schedule 1 at the back of this Policy). The General Counsel can provide you with additional information regarding the process for making a disclosure and the protections available to Eligible Whistleblowers that make a Protected Disclosure prior to you making a formal disclosure.

4. Who is eligible to make a Protected Disclosure?

- 4.1 For a report to be a **Protected Disclosure** it must be made by an **Eligible Whistleblower**.
- 4.2 An Eligible Whistleblower is someone who is (or has been) any of the following:
 - (a) a director or company secretary of Quantum;
 - (b) an employee of Quantum;
 - (c) an individual who is a contractor or supplier of Quantum (or employees of Quantum's corporate contractors and suppliers); and
 - (d) a relative or dependent of an individual above (including, but not limited to, a spouse, parent, child, grandchild, or sibling).

5. Who should the Protected Disclosure be made to?

- 5.1 For a report to be a **Protected Disclosure** it must be made to an **Eligible Recipient**.
- 5.2 Quantum has nominated particular individuals as Eligible Recipients. They are listed at Schedule 1 (which is at the back of this Policy).
- 5.3 While all of the Eligible Recipients are able to receive Protected Disclosures, to ensure that your concern is handled in the most effective and efficient manner it is Quantum's policy that you should raise your concern in accordance with the process outlined at section 6.

6. How can I report wrongdoing?

6.1 Quantum encourages you to report concerns internally in accordance with the process below. You are, however, able to report concerns externally (see paragraph 6.11) and still qualify for the special protections.

Internal

6.2 Please report your concern to **Quantium's General Counsel** (either anonymously or using your name). You can raise your concern with the General Counsel in a number of ways, including by:

- (a) meeting in person;
- (b) email;
- (c) telephone call; or
- (d) Quantum's whistleblowing hotline.

6.3 Schedule 1 sets out the contact details for the General Counsel.

6.4 In your communication with the General Counsel, please advise whether you would like your identity to remain confidential. If you are reporting on an anonymous basis, please give consideration as to how the General Counsel might be able to contact you in the future (for example, you might decide to provide an unlisted telephone number but not your name).

6.5 Once the General Counsel has had an opportunity to consider your report, the General Counsel will advise you whether your report qualifies as a Protected Disclosure. If appropriate, the General Counsel will also advise you of likely next steps and an estimate of the anticipated timeline.

6.6 If you do not consider that it is appropriate for you to raise your concern with the General Counsel (e.g. if there is a conflict of interest), you may report your concern to the **Group Executive of People & Culture** (either anonymously or using your name). You can raise your concern with the Group Executive of People & Culture in a number of ways, including by:

- (a) meeting in person;
- (b) email; or
- (c) telephone call.

6.7 Schedule 1 sets out the contact details for the Group Executive of People & Culture.

6.8 In your communication with the Group Executive of People & Culture, please advise whether you would like your identity to remain confidential. If you are reporting on an anonymous basis, please give consideration as to how the Group Executive of People & Culture might be able to contact you in the future (for example, you might decide to provide an unlisted telephone number but not your name).

6.9 Once the Group Executive of People & Culture has had an opportunity to consider your report, the Group Executive of People & Culture will advise you whether your report qualifies as a Protected Disclosure. If appropriate, the Group Executive of People & Culture will also advise you of likely next steps and an estimate of the anticipated timeline.

6.10 If you raise your concern with one of the other Eligible Recipients, where it is appropriate to do so, they will ask that you raise your concern with the General Counsel (remembering that your concern can be raised on an anonymous basis and using Quantum's whistleblowing hotline). This is because, in most cases and so long as there is no conflict of interest, it will be the General Counsel who will be responsible for considering the concern, determining whether it is a Protected Disclosure and what steps should be taken to investigate it. In these circumstances, unless you provide the Eligible Recipient with consent to reveal your identity, they will keep your identity confidential.

External

- 6.11 Outside of Quantum, Protected Disclosures may also be made to the following parties:
- (a) Australian Securities and Investments Commission (**ASIC**);
 - (b) the Commissioner of Taxation at the Australian Taxation Office;
 - (c) a registered tax or BAS agent of Quantum; or
 - (d) a legal practitioner (engaged by you), if the report is made for the purpose of you obtaining legal advice or legal representation.
- 6.12 Schedule 1 sets out the contact details for ASIC and the Commissioner of Taxation.
- 6.13 Schedule 2 explains that in certain limited circumstances an Eligible Whistleblower who makes a Protected Disclosure may also have the right to raise their concern with a Member of Parliament or a journalist.
- 6.14 A report to any Eligible Recipient (internal and external) can be made on an anonymous or named basis and will qualify for protection if all other criteria is met.

7. How are reports investigated?

- 7.1 Where a Protected Disclosure is made internally, Quantum will consider the report and if appropriate, conduct an objective investigation having regard to the nature and circumstances of the reportable conduct.

Fair Treatment of those to whom the Disclosure Relates

- 7.2 Quantum will treat the person(s) to whom the Protected Disclosure relates fairly and any findings will be made on reliable evidence. The investigation will be conducted independently of the person or persons referred to in the report. Schedule 2 provides examples of the steps that Quantum may take in order to ensure the fair treatment of anyone mentioned in the report.

The Investigation Process

- 7.3 While the particulars of each investigation will vary depending on the nature of the report, a summary of a typical investigation process is set out at Schedule 2.
- 7.4 All investigations will be conducted in a timely manner. Throughout the investigation, where appropriate, Quantum will provide feedback to the Eligible Whistleblower who has made the Protected Disclosure regarding the investigation's progress and/or outcome (subject to considerations relating to the privacy against those whom allegations are made, and being conscious of not prejudicing the investigation or other matters arising from a report being made).

8. What are my protections?

- 8.1 Quantum is committed to providing support and protection in response to genuine reports of wrongdoing and will not tolerate any retaliations, or threats of retaliation.

Protecting your identity

- 8.2 There is no requirement for an Eligible Whistleblower to identify themselves in order to qualify for protection.
- 8.3 If you choose to identify yourself to the Eligible Recipient but otherwise want your identity to remain confidential, your identity (or information that is likely to lead to your identity being known) will not be disclosed. This is subject only to certain specific exceptions which are explained at Schedule 2.
- 8.4 Any release of information in breach of this Policy will be regarded as a serious matter and may result in disciplinary action together with possible legal consequences (such as fines and, in

extreme cases, imprisonment).

Protecting you from legal action

- 8.5 Eligible Whistleblowers who make a Protected Disclosure cannot have:
- (a) court proceedings commenced against them for making the report; and
 - (b) the information they have reported used as evidence against them, in court proceedings.
- 8.6 Whistleblowers will not, however, receive protection for their own misconduct or wrongdoing.

Protecting you from detriment

- 8.7 Eligible Whistleblowers who make a Protected Disclosure will be protected from detrimental conduct.
- 8.8 Detrimental conduct might include, for example:
- (a) dismissal;
 - (b) a change in duties or a demotion;
 - (c) a transfer to another office or location;
 - (d) harassment, bullying or intimidation;
 - (e) harm or injury;
 - (f) reputational damage;
 - (g) damage to property; and
 - (h) damage to a person's financial position.

- 8.9 Detrimental conduct is unlikely to include, for example, administrative action that is taken to protect an Eligible Whistleblower who has made a Protected Disclosure from detriment (such as enabling them to work from home).
- 8.10 Quantum will not tolerate any form of detrimental conduct which may result in disciplinary action being taken, up to and including termination of employment. There are also separate and serious legal consequences for causing detriment to an Eligible Whistleblower who has made a Protected Disclosure (such as fines and, in extreme cases, imprisonment).
- 8.11 Quantum will thoroughly investigate reports of any victimisation or detrimental conduct related in any way to a Protected Disclosure being made. An Eligible Whistleblower who is subjected to detrimental treatment (or a threat to cause any detriment) should report this immediately to Quantum's General Counsel or Group Executive of People & Culture so that Quantum can provide them with the necessary support (including the examples discussed at paragraph 8.14).

Compensation and other remedies

- 8.12 An Eligible Whistleblower who makes a Protected Disclosure may also be entitled to court ordered remedies, including:
- (a) compensation for any loss or damage suffered;
 - (b) injunctive relief restraining a person from engaging in detrimental conduct, or to prevent the effects of the detrimental conduct;
 - (c) an order requiring an apology be given; and/or
 - (d) any other order that the court thinks is appropriate.

Support for Eligible Whistleblowers who have made Protected Disclosures

- 8.13 Quantum will take appropriate measures to support the wellbeing and protect an Eligible Whistleblower who has made a Protected Disclosure including in circumstances where they may be the victim of detrimental conduct.
- 8.14 In addition to matters already discussed in this section, this support may be in the form of:
- (a) assigning a support person to the Eligible Whistleblower who has made the Protected Disclosure. This person will be the Eligible Whistleblower's point of

contact while a matter is investigated and available to the Eligible Whistleblower to discuss any concerns that they may have, and to help arrange additional support where needed;

- (b) monitoring and managing the behaviour of other employees;
- (c) considering whether the Eligible Whistleblower who has made the Protected Disclosure should be:
 - (i) offered flexible working arrangements;
 - (ii) permitted paid time off work; and/or
 - (iii) able to work from an alternative location,**while a matter is investigated; and**
- (d) access to Quantum's employee assistance program for current employees.

9. Where can I find the Policy?

- 9.1 This Policy will be:
- (a) electronically distributed to all current Quantum employees and contractors;
 - (b) included in the induction information packs that are provided to all new Quantum employees and contractors during their induction;
 - (c) available on Confluence; and
 - (d) available on request from People & Culture.
- 9.2 A copy of the Policy will also be made available on Quantum's website. This version of the Policy will remove some contact details that are personal to the Eligible Recipients.

10. Relevant legislation

Country	Definition
Australia	Corporations Act 2001 (Cth) Taxation Administration Act 1953 (Cth)

11. Other relevant policies / resources

Code of conduct ([link](#))

Grievance Handling Policy ([link](#))

Employee Assistance Program ([link](#))

Anti-Discrimination, Equal Employment Opportunity, Harassment and Bullying Policy ([link](#))

12. Governance and document management

- 12.1 This Policy will be reviewed and, if required, updated every two years (or more frequently if, for example, a change in the law mean an interim update is needed).

Owner	General Counsel	Published on	December 2019
Authoriser	Chief Executive Officer	Next review date	December 2021

SCHEDULE 1: Authorised Eligible Recipients

Internal

Reporting Channel	Contact Details
General Counsel	ben.ashton@quantium.com.au
Whistleblowing Hotline	To be confirmed once established

External

Regulatory Authority	Contact Details
Office of the Whistleblower, Australian Securities and Investment Commission	Lodging a report via ASIC's online reporting form at: http://www.asic.gov.au/report-misconduct Writing to ASIC at: Australian Securities and Investments Commission GPO Box 9827 Brisbane QLD 4001
Commissioner of Taxation, Australian Taxation Office	Lodging a report via the tax evasion reporting form (available at, https://www.ato.gov.au/Forms/Tax-evasion-reporting-form/) Through the tip-off form in the contact section of the ATO app, downloadable from: https://www.ato.gov.au/General/Online-services/ATO-app/ By telephone on the confidential hotline to report tax avoidance schemes: 1800 060 062 By email to reportataxscheme@ato.gov.au Writing to Australian Taxation Office Tax Evasion Locked Bag 6050 Dandenong VIC 3175

SCHEDULE 2: Legal Requirements

Section 1: Purpose

- 1.1 This Policy and the procedures set out in this document reflect and comply with the whistleblower provisions of the *Corporations Act 2001* (Cth) ("**Corporations Act**") and the *Taxation Administration Act 1953* (Cth) ("**Tax Act**").

Section 2: What is Reportable Conduct?

2. **Eligible Whistleblower** under the Corporations Act and Tax Act
- 2.1 An Eligible Whistleblower is someone who is (or has been) any of the following:
- a current or former officer (including a director or company secretary – hereon defined as **officer**) or employee of Quantium;
 - an individual who supplies, or used to supply, services or goods to Quantium (paid or unpaid) (or an employee of that individual);
 - an individual who is an associate of Quantium;
 - a relative or dependent of an individual above (including, but not limited to, a spouse, parent, child, grandchild, or sibling); or
 - an individual prescribed by respective regulations for the purposes of the Corporations Act or Tax Act.

3. Eligible Recipients

- 3.1 Under the Corporations Act, an Eligible Recipient is any of the following:
- (a) Australian Securities and Investments Commission ("**ASIC**"), Australian Prudential Regulation Authority ("**APRA**") or a prescribed Commonwealth authority;
 - (b) an officer or senior manager of Quantum;
 - (c) an auditor or a member of an audit team conducting an audit of Quantum;
 - (d) an actuary of Quantum or a related body corporate; or
 - (e) any other person authorised by the Company to receive Protected Disclosures under the Corporations Act. At Quantum, these people are those listed in Schedule 1.
- 3.2 Under the Tax Act, an Eligible Recipient is any of the following:
- (a) an officer or senior manager of Quantum;
 - (b) any employee or officer who has functions or duties that relate to the entity's tax affairs;
 - (c) an auditor or a member of an audit team conducting an audit of Quantum;
 - (d) a registered tax agent or BAS agent who provides services to Quantum;
 - (e) a person authorised by Quantum to receive Protected Disclosures. At Quantum, these people are those listed in Schedule 1; or
 - (f) a person or body prescribed in the regulations.
- 3.3 Legal practitioners:
An Eligible Whistleblower who has made a Protected Disclosure can also access the special protections where the disclosure is made to a legal practitioner to obtain legal advice or representation in relation to the operation of the special protections and/or whistleblowing regime under the Corporations Act or Tax Act.

4. Protected Disclosure

- 4.1 Under the Corporations Act:
- (a) For a disclosure to be a Protected Disclosure, it must relate to misconduct, or an improper state of affairs and circumstances, in relation to Quantum or a related body corporate, which the Eligible Whistleblower has reasonable grounds to suspect has occurred, is occurring or will occur.
 - (b) This can include, but is not limited to, information that indicates that an officer or employee of Quantum or one of its related bodies corporate has engaged, is engaging or will engage in conduct that:
 - (i) is an offence, or contravention, of:
 - (A) the Corporations Act;
 - (B) the *Australian Securities and Investments Commission Act 2001*;
 - (C) the *Banking Act 1959*,
 - (D) the *Financial Sector (Collection of Data) Act 2001*;
 - (E) the *Insurance Act 1973*,
 - (F) the *Life Insurance Act 1995*,
 - (G) the *National Consumer Credit Protection Act 2009*,
 - (H) the *Superannuation Industry (Supervision) Act 1993*, or
 - (I) an instrument made under those laws;
 - (ii) constitutes an offence against any other Commonwealth law that incurs a punishment of up to 12 months or more;
 - (iii) represents a danger to the public or the financial system; or
 - (iv) is prescribed by regulations for the purposes of the Corporations Act.
- 4.2 "Personal work-related grievance" disclosures are not Protected Disclosures. In particular, under the Corporations Act, a disclosure is not a Protected Disclosure and will not be afforded special protections if the information disclosed:
- (a) concerns a grievance about any matter in relation to the discloser's employment (or former employment) that has personal implications for the discloser;
 - (b) does not have significant implications for Quantum that do not relate to the discloser; and

- (c) does not concern conduct described above under the heading "Protected Disclosure" (personal work-related grievance).

4.3 Under the Tax Act, a disclosure will be a Protected Disclosure if either:

- (a) First instance:
 - (i) the disclosure is made to the Commissioner of Taxation, because the Eligible Whistleblower considers that the information may assist the Commissioner to perform their functions or duties under taxation law in relation to Quantum or an associate of Quantum; or
- (b) Second instance:
 - (i) the Eligible Whistleblower 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 Quantum or an associate of Quantum;
 - (ii) the Eligible Whistleblower considers that the information may assist the recipient to perform functions or duties that relate to the tax affairs of Quantum; and
 - (iii) the disclosure is made to one of the following persons:
 - (A) an auditor (or member of an audit team conducting an audit) of Quantum;
 - (B) a registered tax agent or BAS agent who provides tax agent services or BAS services to Quantum;
 - (C) a director, secretary or senior manager of Quantum, or any other employee or officer of Quantum who has functions or duties that relate to tax affairs of Quantum; and
 - (D) a person authorised by Quantum to receive disclosures that may qualify for protection under the Tax Act. At Quantum, these people are those listed in Schedule 1; or
- (b) Third instance:
 - (i) the disclosure is made to a legal practitioner for the purpose of obtaining legal advice or representation in relation to the operation of the whistleblowing regime and protections under the Tax Act.

5. "Emergency" and "public interest" disclosures

5.1 In certain limited circumstances relating to a Protected Disclosure under the Corporations Act, an Eligible Whistleblower may make an "emergency" or "public interest" disclosure of information to a member of a Parliament (Commonwealth, State or Territory) or to a journalist.

5.2 Quantum encourages employees to make use of the whistleblowing procedures set out in this Policy such that it is not necessary to make an Emergency Disclosure or a Public Interest Disclosure. If you intend to make an Emergency or Public Interest Disclosure, Quantum strongly encourages you to seek independent legal advice so that you understand the criteria for making these types of Protected Disclosures.

5.3 However, Quantum acknowledges that in some circumstances, it will be necessary for individuals to make such disclosures and will comply with all legislative requirements, as set out in this Policy, in respect of such disclosures.

5.4 "Emergency Disclosure" means a disclosure where:

- (a) the discloser has previously made a disclosure of that information that qualifies for protection under the Corporations Act; and
- (b) the discloser has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health and safety of one or more persons or to the natural environment; and
- (c) the discloser notified (in writing) the body to which it made the disclosure that:
 - (i) includes sufficient information to identify the previous disclosure; and
 - (ii) states that the discloser intends to make an Emergency Disclosure; and
- (d) disclosure is made to:
 - (i) a member of the Commonwealth Parliament or a State or a Territory parliament; or
 - (ii) a journalist; and

- (e) the extent of the information disclosed in the Emergency Disclosure is no greater than necessary to inform the recipient in paragraph 5.4(d) above of the substantial and imminent danger.

5.5 **"Public Interest Disclosure"** means a disclosure where:

- (a) the discloser has previously made a disclosure of that information that qualifies for protection under the Corporations Act; and
- (b) at least 90 days have passed since the previous disclosure; and
- (c) the discloser does not have reasonable grounds to believe action is being taken in relation to the disclosure; and
- (d) the discloser has reasonable grounds to believe that making a further disclosure is in the public interest; and
- (e) following 90 days, the discloser notified (in writing) the body to which it made the disclosure that:
 - (i) includes sufficient information to identify the previous disclosure; and
 - (ii) states that the discloser intends to make a Public Interest Disclosure; and
- (f) the Public Interest Disclosure is made to:
 - (i) a member of the Commonwealth Parliament or a State or a Territory parliament; or
 - (ii) a journalist; and
- (g) the extent of the information disclosed in the Public Interest Disclosure is no greater than necessary to inform the recipient in paragraph 5.5(f) above of the misconduct or the relevant information.

5.6 Note: for the purpose of this Policy and the Corporations Act, a "journalist" is a person who is professionally working for a newspaper, magazine, radio or television broadcasting service, or commercial electronic services (including a service provided through the internet) which are operated similar to a newspaper, magazine, or radio or television broadcast.

6. Investigation

6.1 Where a Protected Disclosure is made internally, Quantum will consider the disclosure and if appropriate, conduct an objective investigation as is reasonable and appropriate having regard to the nature and circumstances of the reportable conduct.

6.2 Quantum will treat the person or persons to whom the Protected Disclosure relates fairly and any findings will be made on reliable evidence. The investigation will be conducted independently of the person or persons referred to in the disclosure.

6.3 While the particulars of each investigation will vary depending on the nature of the disclosure, a synopsis of the overall investigation process is as follows:

- (a) the recipient may ask for further information. The recipient may also request the disclosing person's consent to disclose their identity to the General Counsel and those involved in investigating the disclosure. The discloser can choose to remain anonymous (which is discussed in further detail in section 7 below) while making a disclosure, during the investigation of the disclosure and after the investigation is finalised. And if so, the recipient will not be able to disclose the identity of the discloser or any information that is likely to lead to the identification of that person (i.e. name, position, and other identifying details). Although, this may in turn limit Quantum's investigation process if it is not able to contact the disclosing person for further information. It should also be noted that a discloser's identity may be able to be guessed if, for example:
 - (i) the discloser has previously mentioned to other people that they are considering making a disclosure;
 - (ii) the discloser is one of a very small number of people with access to the information; or
 - (iii) the disclosure relates to information that a discloser has previously been told privately and in confidence;

- (b) if the disclosure has not been made directly to the General Counsel, the recipient will immediately refer the matter to the General Counsel for a preliminary assessment;
 - (c) the General Counsel will undertake a preliminary review of the allegations raised in the disclosure as soon as reasonably possible after its receipt. This may include collecting further material in order to consider the allegations;
 - (d) after this preliminary review, the General Counsel will decide whether an in-depth investigation is required. If so, the General Counsel will determine:
 - (i) the nature and scope of the investigation;
 - (ii) the person(s) within and/or outside Quantum that should lead the investigation;
 - (iii) the nature of any technical, financial or legal advice that may be required to support the investigation; and
 - (iv) the anticipated timeframe for the investigation;
 - (e) at this stage, unless the disclosing person has elected to remain anonymous and/or it is not appropriate to do so, the General Counsel will advise that individual of the decision to investigate further; and
 - (f) subject to confidentiality requirements, the General Counsel will maintain a register with details of any disclosure that has been made under this Policy (the Whistleblower Register). If an in-depth investigation is carried out, the Whistleblower Register will also record details of the progress of any investigation.
 - (g) Quantum will periodically update its executives and board members on this Policy and any reports made under it. When making these reports it will ensure that it does not breach its obligations of confidentiality.
- 6.4 Should a Protected Disclosure relate to allegations about the General Counsel, the Group Executive of People & Culture will carry out the steps referred to in this section 6 – and the General Counsel will not be involved in conducting or receiving reports of any investigation of the concerns.

7. Fair treatment

Quantum will ensure fair treatment of employees of the company who are referred to in Protected Disclosures that qualify for protection, including any employees to whom such disclosures relate, by:

- (a) ensuring any investigations are free from bias, appropriately resourced and made in a timely fashion; and
- (b) allowing people who are named in disclosures an opportunity to respond to allegations against them at an appropriate time during any investigation.

8. Protections

- 8.1 A discloser's identity will remain confidential unless it is revealed to:
- (a) ASIC;
 - (b) APRA;
 - (c) a member of the AFP;
 - (d) a legal practitioner for the purposes of obtaining legal advice or representation; or
 - (e) with the consent of the discloser.
- 8.2 There is no requirement for an Eligible Whistleblower to identify themselves in order for that whistleblower's Protected Disclosure to qualify for protection.
- 8.3 If an Eligible Whistleblower wishes to remain anonymous, Quantum will, in practice, take all reasonable steps to protect their confidentiality including, but not limited to, the following:
- (a) the whistleblower will be referred to in a gender-neutral context;
 - (b) where possible, the whistleblower will be contacted to help identify certain aspects of the disclosure that could inadvertently identify them;

- (c) all paper and electronic documents and other materials relating to disclosures under this Policy will be stored securely; and
 - (d) access to all information relating to a disclosure under this Policy will be limited to those directly involved in managing and investigating the disclosure.
- 8.4 The same restrictions around the disclosure of an Eligible Whistleblower's identity apply to a protected tax disclosure. The identity of a person who makes a protected tax disclosure will remain confidential unless revealed to:
- (a) the Commissioner of Taxation;
 - (b) a member of the AFP;
 - (c) a legal practitioner for the purposes of obtaining legal advice or representation; or
 - (d) with the consent of the discloser.
- 8.5 A discloser's identity may be revealed to a court where it is necessary to:
- (a) give effect to the Tax Act or Corporations Act; or
 - (b) in the interests of justice to do so.
- 8.6 Under no circumstances does this Policy allow for or condone the disclosure of the actual identity of a Eligible Whistleblower who has made a Protected Disclosure other than as set out above (and it would be illegal to do otherwise). However, for the purposes of an investigation, information that is likely to or may lead to the identification of the Eligible Whistleblower may be disclosed if it is reasonably necessary for the purpose of investigation concerning the subject matter of an Protected Disclosure. Quantum will take all reasonable steps to reduce the risk that the Eligible Whistleblower will be identified as a result of that disclosure of information.
- 8.7 Quantum is able to disclose the subject matter of the Protected Disclosure without the Eligible Whistleblower's consent as appropriate.
- 8.8 Any release of information in breach of this Policy will be regarded as a serious matter and may result in disciplinary action. There also may be serious consequences under the Corporations Act or Tax Act.

9. Protecting Eligible Whistleblowers who have made Protected Disclosures from legal action

- 9.1 Eligible Whistleblowers who make a Protected Disclosure are protected as follows:
- (a) they are protected from any civil, criminal or administrative liability (including disciplinary action) for making the disclosure;
 - (b) no contractual or other remedy may be enforced, and no contractual or other right may be exercised, against the discloser on that basis; and
 - (c) the information they have disclosed is not admissible in evidence against the person in criminal proceedings or in proceedings for the imposition of a penalty, other than proceedings in respect of the falsity of the information.
- 9.2 Whistleblowers will not receive protection for their own misconduct or wrongdoing.

10. Protecting against victimisation and detriment

- 10.1 Where employees have made a Protected Disclosure, Quantum will take all reasonable steps to ensure appropriate treatment of those employees.
- 10.2 Eligible Whistleblowers may seek independent legal advice or contact certain regulatory bodies (such as ASIC) if they believe they have suffered detriment. However, individuals are encouraged to inform Quantum in the first instance.

11. Compensation and other remedies

- 11.1 An Eligible Whistleblower who makes a Protected Disclosure may also be entitled to court ordered remedies.

- 11.2 These remedies include:
- (a) compensation for any loss or damage suffered;
 - (b) injunctive relief restraining a person from engaging in detrimental conduct, or to prevent the effects of the detrimental conduct;
 - (c) an order requiring an apology be given; and/or
 - (d) any other order that the court thinks is appropriate.

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