

# PREMIER INVESTMENTS LIMITED – WHISTLEBLOWER POLICY

Last amended: 24 January 2025

## PURPOSE OF THIS POLICY

### What is the purpose of this policy?

Premier Investments Limited (ACN 006 727 966) (**Premier**) and its controlled entities (collectively referred to as the **Premier Group**, and each of those entities referred to as a **Premier Group Member**) recognises the importance of transparency and accountability in its operations to promote best practice in corporate governance. It is committed to the highest standards of conduct and ethical behaviour in all of its business activities. Premier's wholly owned subsidiary, Premier Retail Services Pty Ltd (ACN 682 195 697) (**Premier Retail**), has in place its own whistleblower policy that applies to it and each of its related bodies corporate (collectively, **the Premier Retail group**), which is appropriate for the requirements of the Premier Retail group and specifically tailored to its activities, and is consistent with this policy. Officers and employees of the Premier Retail group should refer to the Premier Retail whistleblower policy in the first instance, a copy of which can be obtained by e-mailing [integrity@premierretail.com.au](mailto:integrity@premierretail.com.au).

The purpose of this policy is to encourage more disclosures of wrongdoing and ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported.

This policy does not apply in respect of any disclosures which do not qualify for protection under the *Corporations Act 2001* (Cth) (**Corporations Act**) (however these disclosures may be protected under other legislation, for example the *Fair Work Act 2009* (Cth)).

This policy also does not apply to customer complaints or concerns regarding products or services provided by Premier Retail or any of its brands, which should be referred to the relevant brand in the first instance.

### Importance of whistleblowing regime

Premier is committed to complying with all applicable laws and regulations and acting in a manner that is consistent with the principles of honesty, integrity, fairness and respect. This policy forms part of, and is of integral importance to, Premier's risk management strategy and corporate governance framework. This policy is a practical tool for helping Premier to identify wrongdoing that may not be uncovered unless there is a safe and secure means for disclosing such conduct.

We encourage any persons who are aware of possible wrongdoing with respect to the Premier Group to have the confidence to speak up.

### Availability of this policy

A copy of this policy is made available to all officers and employees of Premier, and a copy is available on Premier's website ([www.premierinvestments.com.au](http://www.premierinvestments.com.au)) under 'Board policies'.

In addition, Premier will conduct upfront and ongoing education and training for employees and officers regarding this policy and Premier's whistleblowing processes and procedures, as appropriate.

### Amendments to this policy

This policy and the procedures and processes underlying the policy will be reviewed periodically to ensure that they remain effective and meet both best practice standards and the needs of the Premier Group.

## QUICK GUIDE TO USING THIS POLICY

PURPOSE OF THIS POLICY											
PART A – DOES THIS POLICY APPLY TO YOU?											
Topic	Summary		Further guidance								
Who does this policy apply to?	This policy applies to all current and former officers, employees, suppliers and associates of the Premier Group (as well as relatives, spouses or dependants of those persons).		<b>Section 1</b>								
What matters does this policy apply to?	<p>For a matter to be disclosable under this policy, you must have reasonable grounds to believe that the information concerns Reportable Conduct (as defined in Section 2.3). In general, you can disclose information where you have reasonable grounds to suspect that the information:</p> <ul style="list-style-type: none"> <li>• concerns <b>misconduct</b>, or an <b>improper state of affairs or circumstances</b>, in relation to the Premier Group</li> <li>• indicates the Premier Group (or its employees or officers) has engaged in conduct that constitutes a <b>contravention of certain laws</b> of the Commonwealth or represents a <b>danger</b> to the public or the financial system</li> </ul>		<b>Section 2</b>								
How can you report an issue?	<p>There are a number of ways that you can report Reportable Conduct. A report may be made verbally or in writing and may be submitted anonymously if you do not wish to disclose your identity.</p> <p><b><u>Report to Disclosure Officer, senior manager or officer of the Premier Group</u></b></p> <p>To ensure appropriate escalation and timely investigation, we request that reports be made to the Disclosure Officer listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Disclosure Officer</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">Phone</th> <th style="text-align: left;">Address</th> </tr> </thead> <tbody> <tr> <td>Marinda Meyer, Company Secretary</td> <td><a href="mailto:integrity@premierinvestments.com.au">integrity@premierinvestments.com.au</a></td> <td>03 9650 6500</td> <td>Level 7, 417 St Kilda Road, Melbourne VIC 3004</td> </tr> </tbody> </table>		Disclosure Officer	Email	Phone	Address	Marinda Meyer, Company Secretary	<a href="mailto:integrity@premierinvestments.com.au">integrity@premierinvestments.com.au</a>	03 9650 6500	Level 7, 417 St Kilda Road, Melbourne VIC 3004	<b>Section 3</b>
Disclosure Officer	Email	Phone	Address								
Marinda Meyer, Company Secretary	<a href="mailto:integrity@premierinvestments.com.au">integrity@premierinvestments.com.au</a>	03 9650 6500	Level 7, 417 St Kilda Road, Melbourne VIC 3004								

	<p><b><u>Report to auditor</u></b> You may also make a report to Premier's auditor, Ernst &amp; Young (lead partner: Glenn Carmody, 8 Exhibition Street, Melbourne VIC 3000).</p> <p><b><u>Report to other external recipients</u></b> You can also make a report to other third party recipients, for example a legal practitioner, ASIC or APRA and, in certain circumstances, journalists or parliamentarians.</p> <p><b><u>Report to Premier Retail</u></b> For any Reportable Conduct relevant to the Premier Retail group, you may also make a report directly to Premier Retail Services Pty Ltd (ACN682 195 697) or another member of the Premier Retail group in accordance with the Premier Retail whistleblower policy.</p>	
<b>PART B - PROTECTION AND PROCESSES UNDER THE POLICY</b>		
Topic	Summary	Further guidance
How are you protected after making a disclosure?	<p>If you make a disclosure that is eligible for protection, you will be protected in the following ways:</p> <ul style="list-style-type: none"> <li>• identity protection (confidentiality)</li> <li>• protection from detrimental acts or omissions</li> <li>• having certain rights to compensation and remedies</li> <li>• protection from civil, criminal and administrative liability</li> </ul> <p>The Premier Group has processes in place to protect you from detriment and to maintain confidentiality, including secure filing and electronic systems, distinct reporting lines and a requirement for Disclosure Officers to appoint a person to safeguard your wellbeing where your disclosure is under investigation.</p>	<b>Section 4</b>
How will the Premier Group handle and investigate disclosures?	Premier will assess and investigate disclosures, either internally or with assistance from external advisers, and will provide progress updates to you along the way.	<b>Section 5</b>
How will the Premier Group ensure the fair treatment of employees mentioned in a disclosure?	Premier will handle disclosures confidentially and keep employees implicated in disclosures informed about the status of the disclosure as and when appropriate.	<b>Section 6</b>
<b>ANNEXURE A: ADDITIONAL PROTECTION IN RELATION TO TAX MATTERS</b>		

## PART A – DOES THIS POLICY APPLY TO YOU?

### Purpose of this Part

This Part A aims to assist you in determining whether or not you qualify for protection under this policy.

To be protected under this policy, you must:

- (a) Be a person this policy applies to (see Section 1)
- (b) Report a matter this policy applies to (see Section 2), and
- (c) Report the matter to the correct person or organisation (see Section 3).

If you fail to satisfy any one of the above requirements, you will not be eligible for the protections and support offered under this policy.

The *Corporations Regulations 2001* (Cth) (**Corporations Regulations**) may from time to time amend or supplement the below criteria. We will update this policy periodically to reflect such updates.

You should obtain independent legal advice to determine whether you fall within the whistleblower regime if you are considering making a disclosure under this policy. Alternatively, you can contact Premier's Disclosure Officer (see contact details in the section titled 'Quick guide to using this policy') to obtain additional information prior to making a disclosure.

### 1 Who does this policy apply to?

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This policy will apply to you if you are, or have previously been, any one of the following in relation to a Premier Group Member that is a 'regulated entity' as that term is defined in the Corporations Act:

- (a) an **officer** of a Premier Group Member
- (b) an **employee** of a Premier Group Member (which includes permanent, part time, fixed term or temporary employees, interns, secondees and managers)
- (c) an individual who **supplies** services or goods to a Premier Group Member, or is an **employee** of a person that supplies services or goods to a Premier Group Member (which includes paid or unpaid suppliers, contractors, consultants and service providers)
- (d) an individual who is an **associate** of a Premier Group Member which includes an individual that is:
  - (i) a director or secretary of a Premier Group Member;
  - (ii) a director or secretary of a related body corporate of a Premier Group Member;
  - (iii) acting in concert or proposing to act in concert with a Premier Group Member; or
- (e) a **relative, spouse or dependant** of any individual referred to in (a) to (d) above (which includes a dependant of such an individual's spouse).

### 2 What matters does this policy apply to?

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#### 2.1 Disclosures that can be made under this policy

If you are a person that this policy applies to (see Section 1), you can make a disclosure under this policy about certain information relating to a Premier Group Member.

To be disclosable under this policy, you must have "reasonable grounds" to believe that the information concerns **Reportable Conduct** (as defined in Section 2.3 below). If you do not have reasonable grounds, or the information does not relate to Reportable Conduct, your disclosure will not qualify for protection under this policy.

#### 2.2 What constitutes "reasonable grounds"?

Any disclosure of Reportable Conduct must be based on objective reasonable grounds. Your motive for making a disclosure, or your personal opinion of the person(s) involved, does not prevent you from qualifying for protection.

While you do not have to prove the allegations raised in your disclosure, you should have some form of supporting information underlying your belief in order to qualify for protection - you cannot make a completely baseless allegation.

### 2.3 What is Reportable Conduct?

Reportable Conduct involves information that falls into one of the following categories:

(a) **Information concerning misconduct**

The information concerns misconduct in relation to a Premier Group Member, including information indicating fraud, negligence, default or a breach of trust or duty.

(b) **Information concerning an improper state of affairs**

The information concerns an improper state of affairs or circumstances in relation to a Premier Group Member, including information:

- (i) indicating a systemic issue that the relevant regulator should know about to properly perform its functions
- (ii) relating to conduct that may cause harm
- (iii) relating to dishonest or unethical behaviour or practices, or
- (iv) relating to conduct that is prohibited by the Premier Group Member's standards or code(s) of conduct.

(c) **Information indicating a legal offence or contravention**

The information indicates that a Premier Group Member, or one of their officers or employees, has engaged in conduct that constitutes:

- (i) an offence against any law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more, or
- (ii) an offence against, or a contravention of, a provision of the Corporations Act or one of the prescribed list of other legislative instruments (including the *Australian Securities and Investments Commission Act 2001* (Cth), *Banking Act 1959* (Cth), *Financial Sector (Collection of Data) Act 2001* (Cth), *Insurance Act 1973* (Cth), *Life Insurance Act 1995* (Cth), *National Consumer Credit Protection Act 2009* (Cth), *Superannuation Industry (Supervision) Act 1993* (Cth) and *Superannuation Industry (Supervision) Act 1993* (Cth)), or an instrument made under any of those acts.

(d) **Information indicating conduct representing a danger or significant risk to the public**

The information indicates that a Premier Group Member, or one of their officers or employees, has engaged in conduct that represents a danger or significant risk to the public or public safety.

(e) **Information indicating conduct representing a danger or significant risk to the financial system**

The information indicates that a Premier Group Member, or one of their officers or employees, has engaged in conduct that represents a danger or significant risk to the establishment of, or confidence in, the financial system.

**Examples of Reportable Conduct include:**

- offences against, or contraventions of, certain Commonwealth legislation, including the *Corporations Act 2001*, the *ASIC Act 2001*, the *National Consumer Credit Protection Act 2009* and instruments made under them (for example, insolvent trading, fraud and money laundering)
- conduct which constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more (for example, engaging in cartel conduct, price fixing or other forms of anti-competitive conduct prohibited under competition laws and other illegal conduct such as theft)
- conduct which represents a danger to the public or the financial system
- engaging in or threatening to engage in detrimental conduct against a person who has made a disclosure or is believed or suspected to have made or be planning to make a disclosure

## 2.4 Disclosures that cannot be made under this policy

Even if you are a person that this policy applies to (see Section 1), this policy will not apply to any disclosures you make which do not qualify for protection under the Corporations Act. Disclosures that cannot be made under this policy include those concerning a personal work-related grievance you have.

A personal work-related grievance is one that relates to your current or former employment and has, or tends to have, implications for you personally but does not relate to Reportable Conduct (see Section 2.3) or have any other significant implications for a Premier Group Member.

### Examples of conduct which may constitute a personal work-related grievance include:

- an interpersonal conflict between you and another employee
- a decision that does not involve a breach of workplace laws
- a decision relating to your engagement, transfer or promotion
- a decision relating to the terms and conditions of your engagement
- a decision to suspend or terminate your engagement, or to otherwise discipline you

However, a disclosure about, or including, a personal work-related grievance may in some instances still qualify for protection where there is sufficient overlap with the whistleblower regime.

### Examples of personal work-related grievances that may still constitute Reportable Conduct include instances where the personal work-related grievance:

- includes information about misconduct, or information about misconduct includes or is accompanied by a personal work-related grievance (“mixed reports”)
- relates to conduct which intentionally causes, or threatens to cause, detriment to another person who has made a disclosure under this policy that qualifies for protection
- involves a breach by a Premier Group Member of employment or other laws punishable by imprisonment for a period of 12 months or more
- involves conduct by a Premier Group Member that represents a danger to the public
- involves you seeking legal advice or legal representation about the operation of the whistleblower protections under the Corporations Act

## 2.5 No protection for deliberate false reporting

If you deliberately make a malicious, false or vexatious allegation under this policy, you will not be able to access the whistleblower protections under the Corporations Act and may be subject to disciplinary proceedings.

However, if you reasonably suspect misconduct or have some information leading to a suspicion (but lack all the details) we encourage you to nonetheless come forwards. Provided you make a disclosure in good faith, you may still be protected even if it is then found to be incorrect, unfounded or unable to be substantiated in a subsequent investigation.

## 3 How can you report an issue?

### 3.1 Contact points for making a disclosure

If you are a person that this policy applies to (see Section 1), and have reasonable grounds to believe you have information concerning Reportable Conduct (see Section 2), you may make a disclosure to any of the persons or organisations referred to in this Section.

Disclosures can be made verbally or in writing and can be made anonymously.

#### How to report to a Disclosure Officer

In the first instance, we encourage you to make your disclosure to the following **Disclosure Officer** (in person or by phone during office hours, or by appointment, via letter or by email at all times) to allow us to take the appropriate steps to investigate, rectify (if possible) or otherwise resolve the issue internally as soon as possible:

#### Disclosure Officer:

Marinda Meyer, Company Secretary: [integrity@premierinvestments.com.au](mailto:integrity@premierinvestments.com.au), 03 9650 6500, Level 7, 417 St Kilda Road, Melbourne VIC 3004

### How to make anonymous disclosures

Should you wish to make an anonymous or confidential disclosure, or a disclosure outside of office hours, you can send your concern in writing to Level 7, 417 St Kilda Road, Melbourne VIC 3004 and still be entitled to protection under the Corporations Act. In such instances, we suggest you still maintain ongoing two-way communication with Premier and provide a means of contacting you anonymously, to allow it to properly investigate your disclosure and provide feedback to you during the course of the investigation.

Alternatively, you can choose to use a pseudonym to make your disclosure if you are not comfortable making one in your own name.

You can choose to remain anonymous even after making the disclosure, both during the course of the investigation of your disclosure, when receiving updates on the status of your disclosure and after the investigation is finalised.

### Disclosure to Premier Retail

For any Reportable Conduct relevant to Premier Retail, you may also make a report directly to Premier Retail Services Pty Ltd (ACN 682 195 697) or another member of the Premier Retail group in accordance with the Premier Retail whistleblower policy.

### Additional contacts

Alternatively, at law you will still qualify for protection if you make your disclosure to any of the following:

- (a) an **officer** of a Premier Group Member (ie, a director or company secretary)
- (b) a **senior manager** of a Premier Group Member (ie, a person that makes or participates in making decisions that affect the whole, or a substantial part, of the business of a Premier Group Member, or has the capacity to significantly affect the financial standing of a Premier Group Member)
- (c) Premier's external **auditor**, Ernst & Young (lead partner: Glenn Carmody, 8 Exhibition Street, Melbourne VIC 3000), or a member of the audit team
- (d) an **actuary** of a Premier Group Member (if any)
- (e) a **legal practitioner** for the purpose of obtaining legal advice or representation in relation to the operation of the Corporations Act (even if the legal practitioner subsequently concludes that the information does not relate to Reportable Conduct)
- (f) Australian Securities and Investments Commission (**ASIC**), or
- (g) Australian Prudential Regulatory Authority (**APRA**).

## **3.2 Ability to make disclosures to journalists or parliamentarians in certain circumstances**

Despite the above list, you may be able to make a disclosure to a journalist or parliamentarian that still qualifies for protection in certain discrete instances. We suggest that, before making a public interest disclosure or emergency disclosure, you contact Premier's Disclosure Officer (see contact details in the section titled 'Quick guide to using this policy') or an independent legal adviser to ensure you understand the criteria for making this disclosure in a way that qualifies for protection under the Corporations Act.

### Public interest disclosures

To make a public interest disclosure you must meet all of the following criteria:

You must:

- (a) have previously made a disclosure to ASIC or APRA (or a prescribed Commonwealth authority), and at least 90 days have passed since that time
- (b) not have reasonable grounds to believe that action is being, or has been, taken to address the matters to which the previous disclosure related
- (c) have reasonable grounds to believe that making a further disclosure of the information would be in the public interest, and
- (d) before making your public interest disclosure, give a written notification to that same body referred to in part (a) containing sufficient information to identify the previous disclosure and stating that you intend to make a public interest disclosure.

You must subsequently make your disclosure either to:

- (a) a member of the Parliament of the Commonwealth, the Parliament of a State or the legislature of a Territory, or
- (b) a journalist (ie, a person working in a professional capacity as a journalist for a newspaper, magazine, radio or television broadcasting service or commercial electronic service of a similar nature) (**Journalist**),

and must only disclose information to the extent necessary to inform the recipient of the misconduct, the improper state of affairs or other circumstances the subject of the disclosure.

#### Emergency disclosures

To make an emergency disclosure you must meet all of the following criteria:

You must:

- (a) have previously made a disclosure to ASIC or APRA (or a prescribed Commonwealth authority)
- (b) have reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment, and
- (c) give a written notification to that same body referred to in part (a) containing sufficient information to identify the previous disclosure and stating that you intend to make an emergency disclosure.

You must subsequently make your disclosure either to:

- (a) a member of the Parliament of the Commonwealth, the Parliament of a State or the legislature of a Territory, or
- (b) a Journalist,

and must only disclose information to the extent necessary to inform the recipient of the misconduct or the substantial and imminent danger.

## PART B – PROTECTION AND PROCESSES UNDER THE POLICY

### Purpose of this Part

This Part B sets out the legal protections for those who qualify for protection under this policy under Part A, and the process via which their disclosure will be handled and investigated.

#### 4 How are you protected after making a disclosure?

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There are four main protections for those who qualify for protection under this policy, which apply regardless of whether the disclosure under Part A was made internally or externally in accordance with the Corporations Act.

##### 4.1 Protection of your identity (confidentiality)

No person can disclose the information contained in your disclosure, your identity or any information likely to lead to your identification (where that information has been obtained directly or indirectly because of your disclosure). It is illegal to do so, except in one of the following instances:

- (a) you consent to the disclosure
- (b) the disclosure is made to the following recipients:
  - (i) Australian regulatory bodies (ASIC, APRA, a member of the Australian Federal Police or any other entity prescribed by the Corporations Regulations), or
  - (ii) a legal practitioner for the purpose of obtaining legal advice or representation in relation to the operation of the Corporations Act, or
- (c) the information disclosed:
  - (i) is not your identity, and
  - (ii) is reasonably necessary for the purposes of investigating Reportable Conduct,and all reasonable steps are taken to reduce the risk that you will be identified as a result of the information disclosed.

You should obtain legal advice to determine how your information could be used if you are considering making a disclosure under this policy.

To protect your confidentiality from the time of initial receipt of your disclosure onwards, Premier has secure filing systems in place for all paper, electronic documents and other materials relating to disclosures and will ensure only those directly involved in managing and investigating the disclosure have access to information relating to that disclosure. However, people may still be able to guess your identity if, for example, you told people you were considering making a disclosure, are one of few people who had access to the disclosed information or were previously told the disclosed information privately or in confidence.

##### 4.2 Protection from detriment

No person can engage in or threaten to engage in conduct that causes you (or anyone else) detriment because (or partly because) they believe or suspect that you (or anyone else) made, may have made, propose to make or could make a disclosure under this policy.

Where a person engages in conduct causing detriment, the person must have intended to cause detriment. However, where a person threatens detriment, it is irrelevant whether they intended to cause you (or anyone else) to actually fear the threat would be carried out, or were simply reckless as to this effect.

A threat to cause detriment may be express, implied, conditional or unconditional, and it is irrelevant whether you (or the other person) actually fear the threat will be carried out.

##### Examples of detrimental conduct:

For the purposes of this policy, detrimental conduct includes any of the following:

- dismissal of an employee
- injury of an employee in his or her employment
- alteration of an employee's position or duties to his or her disadvantage
- discrimination between an employee and other employees of the same employer

- harassment or intimidation of a person
- harm or injury to a person, including psychological harm
- damage to a person's property
- damage to a person's reputation
- damage to a person's business or financial position
- any other damage to a person

However, this does not protect you from all forms of differential treatment where there are alternative reasons behind that treatment.

#### Examples of non-detrimental conduct:

For the purposes of this policy, non-detrimental conduct includes any of the following:

- administrative action that is reasonable to protect you from detriment (eg, when the disclosure relates to wrongdoing in your immediate work area)
- managing your unsatisfactory work performance, if the action is in line with the Premier Group's performance management framework

If you have suffered detriment, Premier will take such steps as are reasonable in the circumstances (depending on factors such as the nature of the Reportable Conduct and the circumstances of the detriment) to protect your welfare. Such steps may include, for example, providing access to support services and modifying your working arrangements (subject to work needs and availabilities, and the practicality of such measures being put in place).

### 4.3 Compensation

If you suffer loss, damage or injury because of a disclosure where the relevant Premier Group Member failed to prevent a person from causing you detriment (considering factors such as whether the relevant Premier Group Member took reasonable precautions to avoid the detrimental conduct and the extent of its compliance with its whistleblower policy (if applicable)), you may go to court to seek compensation or other remedies (eg, injunctions, apologies). We encourage you to seek independent legal advice before doing so.

### 4.4 Protection from liability

You will be protected from civil, criminal and administrative liability relating to your disclosure. However, this protection will not grant you immunity for any misconduct you have engaged in that is revealed in your disclosure or for any action brought in relation to any false disclosure you make.

### 4.5 Separate protection in relation to tax matters

In addition to the protections available under the Corporations Act, disclosure of information by you may also qualify for protection under the Tax Act – see Annexure A for further information.

### 4.6 Complaints

If you feel that the Premier Group has breached your rights or that you have been subject to detriment you can contact Premier's Disclosure Officer (see contact details in the section titled 'Quick guide to using this policy'), or alternatively lodge a complaint with a regulator (eg, ASIC or APRA (or the ATO, if applicable)) for investigation.

## 5 How will the Premier Group handle and investigate disclosures?

### 5.1 How will your disclosure be handled initially?

Where you have made a disclosure internally, the Disclosure Officer will acknowledge your disclosure within a reasonable period (provided you can be contacted, even via anonymous channels), and report your disclosure directly to:

- a person of its choosing (who it elects to nominate as a protection officer) who will assess the risk of detriment to you and those implicated by your disclosure, and be responsible for your protection; and
- a person of its choosing (who it elects to nominate as an investigation officer) who will promptly conduct a preliminary review of your complaint to determine whether it qualifies for protection (see Part A) and whether a formal in-depth investigation is required.

The Premier Group is committed to ensuring the confidentiality of its disclosure handling and investigation process and will only communicate information relating to your disclosure with your consent or otherwise in accordance with its obligations of confidentiality.

## 5.2 How will your disclosure be investigated?

The process and timeframe involved in investigating your disclosure will vary depending upon the nature of the disclosure, however, generally the steps taken by the investigation officer(s) in investigating a disclosure will be as follows (in order):

- (a) **Scoping:** If an investigation is required, the nature and scope of the investigation will be determined (ie, who will lead the investigation, what third party advice may be required, what is the likely timeframe). The investigation officer(s) will endeavour to finalise this scoping process within one month after receipt of your disclosure.
- (b) **Engagement:** If external assistance or specialist advice is required, third parties will be engaged. This could take around one month following finalisation of the scoping process.
- (c) **Investigation:** The investigation officer(s), along with any internal or external resources or advisers engaged to assist in the process, will investigate the disclosure to determine whether it reveals any Reportable Conduct. The investigation officer(s) will use reasonable endeavours to finalise this process within six months following the engagement phase.
- (d) **Recording, reporting and review:** The Disclosure Officer(s) and any investigation officer(s) will keep appropriate records and documentation for each step throughout the disclosure handling and investigation process. Investigation findings, and suggestions for rectifying any identified issues, will periodically be reported to Premier's Audit & Risk Committee. This process could take between one and three months following finalisation of the investigation, noting the method for documenting and reporting the findings will depend on the nature of the disclosure.

The above timeframes are indicative only, and Premier cannot guarantee that any of these timeframes will be met despite its reasonable efforts. Timing will depend on a number of factors, including the nature and severity of the wrongdoing, whether you are readily contactable and the availability of third parties to assist with the investigation.

Premier acknowledges that this process naturally contains some inherent limitations, for example the natural risk of human error, reliance on availability of resources and third parties over which Premier does not have control, issues caused by any inability of Premier to contact you and the need for Premier to operate within the restraints of confidentiality.

Premier will (provided you can be contacted, even via anonymous channels) provide you with regular progress updates and advise you of the outcome of the investigation to the extent reasonable and appropriate in the circumstances (noting there may be circumstances where it is not appropriate for Premier to provide you with this information). Premier may do so verbally or in writing, noting however you will not be entitled to receive a copy of the investigation report. The frequency and nature of these updates will vary depending on the nature of the disclosure.

## 6 How will the Premier Group ensure the fair treatment of employees mentioned in a disclosure?

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The Premier Group will ensure the fair treatment of employees mentioned or implicated in a disclosure by maintaining confidentiality, keeping them reasonably informed about the progress of the disclosure (where practical and appropriate) and, when investigating the disclosure, doing so in a thorough, objective, fair and independent manner.

## ANNEXURE A: ADDITIONAL PROTECTION IN RELATION TO TAX MATTERS

### 1 Overview of eligibility

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The *Taxation Administration Act 1953* (Cth) (**Tax Act**) gives you special protection for disclosures about a breach of any Australian tax law by Premier or misconduct in relation to Premier's tax affairs where all of the following conditions are satisfied:

- (a) you are a person to whom the tax protections apply (noting this list of people is the same as that in Section 1 of the policy)
- (b) you report the matter to a Disclosure Officer, a director, secretary or senior manager of Premier, Premier's external auditor (or member of that audit team), a registered tax agent or BAS agent who provides tax or BAS services to Premier, or any other team member or officer of Premier who has functions or duties relating to its tax affairs (eg, Public Officer or internal accountant) (each, a **Company Recipient**), the Commissioner of Taxation (**Commissioner**), or a lawyer for the purpose of obtaining legal advice or representation in relation to a disclosure, and
- (c) if the disclosure is made to:
  - (i) a Company Recipient, you:
    - (A) have reasonable grounds to suspect that the information indicates misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of Premier or an associate of Premier, and
    - (B) consider that the information may assist the Company Recipient to perform functions or duties in relation to the tax affairs of Premier or an associate Premier, or
  - (ii) the Commissioner, you consider that the information may assist the Commissioner to perform functions or duties in relation to the tax affairs of Premier or an associate of Premier.

### 2 What protections are available?

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The protections given by the Tax Act when the above conditions are met are as follows:

- (a) protection from civil, criminal and administrative legal action relating to your disclosure
- (b) protection from detriment (or threat of detriment) engaged in on the belief or suspicion that you have made, may have made, propose to make or could make a disclosure, and certain rights to compensation for damages caused by such detriment
- (c) protection of your identity, except where:
  - (i) you consent to the disclosure
  - (ii) the disclosure is only to the extent reasonably necessary for the effective investigation of the allegations raised in your disclosure
  - (iii) the concern is reported to the Commissioner or the Australian Federal Police, or
  - (iv) the concern is raised with a lawyer for the purpose of obtaining legal advice or representation
- (d) where the disclosure was made to the Commissioner, non-admissibility of the reported information in criminal proceedings or in proceedings for the imposition of a penalty (except where the proceeding relates to the veracity of the information), and
- (e) unless you have acted unreasonably, protection from any adverse costs-order in legal proceedings relating to the disclosure.