



Qantas Superannuation Limited

Governance Documents

Volume 2: Policies and Frameworks

Whistleblower Policy

Administration Information Schedule

Establishment Date	2 December 2019
Version	2021.1
Approval Date	6 December 2021
Effective Date	6 December 2021
Frequency of Review	At least every 3 years or earlier if required
Next Review Date	December 2024
Responsibility for maintaining this document	Chief Risk Officer
Document Approval Authority	Audit and Risk Committee

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1 Purpose

Qantas Superannuation Limited (**QSL** or the **Trustee**) as trustee and Registrable Superannuation Entity (**RSE**) Licensee of the Qantas Superannuation Plan (the **Plan** or **Qantas Super**) is fully committed to practising good corporate governance and to comply with all applicable laws and regulations.

References to, 'we', 'us' or 'our' throughout this document refer individually or collectively to the Trustee.

References to, 'you' throughout this document refer to the potential Whistleblower.

We are committed to fostering a culture where employees are encouraged to speak up on matters of concern. Whistleblowers play a key role in identifying and reporting improper conduct and we encourage anyone who suspects wrongdoing to report it.

A Whistleblower program is an important element in detecting corrupt, illegal or undesirable conduct within an organisation, and as such is a necessary part of achieving good corporate governance and risk management.

We are aware that people may have concerns about reporting such matters and have developed this Policy to provide a safe and secure way for Whistleblowers to disclose suspected wrongdoing. This is important to uncover and prevent improper conduct that may otherwise go unidentified.

This Whistleblower policy (**Policy**) aims to:

- Encourage individuals to raise concerns if they become aware of or suspect improper conduct;
- Provide information about how, and to whom, Whistleblower Reports can be made;
- Ensure individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported;
- Ensure Whistleblower Reports under this policy are dealt with appropriately and in a timely manner;
- Provide transparency around our framework for receiving, handling and investigating Whistleblower Reports;
- Promote a workplace environment in which everyone feels encouraged to speak up about improper conduct;
- Support our values and protect the Trustee's long-term sustainability and reputation; and
- Meet our legal and regulatory obligations, including providing the protections for Whistleblowers under the *Corporations Act 2001 (Cth)* (**Corporations Act**).

2 Legislation and Regulations

This Policy has been prepared with the intention of ensuring that QSL satisfies, on an ongoing basis, the following legislation as amended by the *Treasury Laws Amendment (Enhancing Whistleblowing Protections) Act 2019* in relation to whistleblowing provisions and protections:

- Corporations Act;
- Taxation Administration Act 1953 (**Taxation Administration Act**); and
- *Superannuation Industry (Supervision) Act 1993 (Cth)* (**SIS Act**).

3 Definitions

The table below defines terms and definitions used in this Policy.

Term	Definition
AFP	Australian Federal Police
APRA	The Australian Prudential Regulation Authority
ASIC	The Australian Securities & Investments Commission
ATO	Australian Taxation Office
Business Day	A business day is any day except Saturday, Sunday or a public holiday.
Corporations Act	<i>Corporations Act 2001 (Cth)</i> , including regulations made for the purposes of that Act.
Detriment	The state or cause of being harmed or damaged.
Detrimental Conduct	Conduct, or a threat to engage in conduct, that causes detriment to a Whistleblower.
Disclosable Matters	Disclosable Matters involve information that the Whistleblower has reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances, in relation to Qantas Super.
Eligible Recipient	An individual who can receive a Whistleblower Report.
Eligible Whistleblower	An individual who provides information that exposes misconduct within the organisation and to whom the whistleblower protections apply.
Emergency Disclosure	The disclosure of information to a journalist or parliamentarian, where the discloser has 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.
Legal Practitioner	An Australian Legal Practitioner who holds a current practising certificate and is either a sole practitioner, an employee of the law firm or a partner of the law firm.
Whistleblower Report (Disclosable Matter Report) or Report	A Whistleblower Report involves information that the Whistleblower has reasonable grounds to suspect concerns, misconduct or an improper state of affairs or circumstances.
Parliamentarian	A member of the Commonwealth, state or territory parliaments
Personal Work-related Grievance	A grievance that relates to a person's current or former employment, tending to have implications for the Whistleblower personally, and which does not have any other significant implications for the other persons or entities who are involved in that matter or relate to any conduct, or alleged conduct, about a Disclosable Matter.
Public Interest Disclosure	The disclosure of information to a journalist or a parliamentarian, where the Whistleblower has reasonable grounds to believe that making a further disclosure of the information is in the public interest.
Qantas Group	Qantas Airways Limited or any related body corporate
Qantas Group HR Representative	Assigned Human Resources Representative from the Qantas Group
Qualifying Disclosure	When an Eligible Whistleblower makes a Report to an Eligible Recipient, and the Eligible Whistleblower has reasonable grounds to suspect that the disclosure concerns a "Disclosable Matter".
Whistleblower	An individual who has made a Report that qualifies for protection under the Corporations Act

4 Roles and Responsibilities

Role	Responsibilities
QSL Employees	<ul style="list-style-type: none">• Be aware and comply with this Policy and understand the obligations as a potential Eligible Whistleblower and potential Eligible Recipient.• Must not engage in Detrimental Conduct against anyone who speaks up, or anyone conducting or assisting in an investigation.• Must undertake relevant training at the start of employment.
Whistleblowing Investigations Officer (WIO)*	<ul style="list-style-type: none">• Acts independently and has responsibility for conducting preliminary investigations into any Report received from a Whistleblower.• Ensuring the timely investigation and closure of Whistleblower Reports.• Continuing communications with the Whistleblower, including keeping them informed of the process of the investigation, outcome of the investigation and managing any risk of reprisal.• The WIO is the Chief Risk Officer (CRO) or in the absence of the CRO, the Risk & Compliance Manager will assume the role of the WIO.
Whistleblower Protection Officer (WPO)*	<ul style="list-style-type: none">• Responsible for protecting the Whistleblower in accordance with this Policy and the applicable legislation.• Acts independently of the investigation and is there to ensure that the Whistleblower's rights are protected, and he/she receives the support they need during and after the investigation.• The WPO is the Chief Executive Officer (CEO) or in the absence of the CEO, the Chief Financial Officer (CFO) will assume the role of the WPO.

*Independence

If any matters reported could be a perceived or actual conflict of interest for the WIO or the WPO, the WIO or the WPO must appoint a proxy. Proxies should be:

- a direct report of the CEO;
- independent of either the WIO or the WPO;
- independent from the investigation;
- independent of each other; and
- must be independent of the allegations made in the Whistleblower Report.

5 What is Whistleblowing?

A Whistleblowing Report (or Disclosable Matter Report) can include any concern about QSL, its employees or suppliers' work, values, people or policies. Any current or former employees, officers, directors, associates, suppliers of QSL (and relatives, dependants, spouses of any of those parties) can make a Whistleblower Report to an Eligible Recipient listed in the Policy.

For protections to be afforded to a Whistleblower under the legislation, a Whistleblowing Report must be made by an Eligible Whistleblower to an Eligible Recipient about a Disclosable Matter. This is known as a protected Qualifying Disclosure.

6 Making a Whistleblower Report

6.1 What can be reported?

A Disclosable Matter means any information about QSL (or its officers, suppliers or employees) that you have reasonable grounds to suspect concerns misconduct or an improper state of affairs or circumstances in relation to QSL.

Disclosable matters can include:

- Fraudulent, dishonest or unethical conduct such as:

- soliciting, accepting or offering a bribe, or other such benefits from another person with the intention of influencing for advantage;
- deliberate falsification, concealment, or destruction of documentation, or use of falsified documentation;
- intentionally avoiding handling incidents or complaints in accordance with the relevant policy;
- substantial mismanagement of the Trustee's resources;
- illegal tax avoidance; and
- dishonest activity causing actual or potential financial loss to QSL;
- Unlawful harassment and discrimination;
- Corrupt behaviour (including bribery, acting dishonestly, dishonestly failing to act or dishonestly taking advantage of an employment position);
- Behaviour that is in breach of a legal obligation or the law;
- Conduct which may be detrimental to QSL (or its officers, suppliers or employees) by way of financial or non-financial loss or harm;
- Conduct that constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- Illegal conduct (including in relation to theft, illicit drugs, violence or criminal damage to property);
- Conduct that represents a danger to the public or the financial system; or
- Any behaviour that poses a serious risk to health and safety.

If you are unsure whether the Disclosable Matter should be reported, you can obtain additional information regarding reporting prior to making the report via ASIC's website (information sheets 238 and 239) or discussing the matter with the WPO.

Types of matters that are not covered by this Policy

This Policy does not apply to member complaints about QSL; QSL's employees or contractors; or the Plan.

Whistleblower Reports that are not about Disclosable Matters do not qualify for protection under the Corporations Act.

Personal Work-related Grievances of current or former employees are not covered under this Policy however may be protected under other legislation. Personal Work-related Grievances include:

- an interpersonal conflict between employees;
- decisions about the engagement, transfer or promotion of the Whistleblower;
- decisions about the terms and conditions of engagement of the Whistleblower; and
- decisions to suspend or terminate the engagement of the Whistleblower.

In the first instance, we encourage you to bring the grievances that are not covered by this Policy to the attention of your manager, but if this is not possible, raise with your Qantas Group HR Representative.

6.2 Who can make a report?

A Whistleblower that qualifies for protection under this Policy (Eligible Whistleblower) is an individual, who is, or has been, any of the following in relation to QSL:

- Directors;
- Employees and temporary staff (including contractors and secondees);
- Service providers (e.g. auditors, accountants, consultants) and suppliers;
- Employees of service providers/suppliers (e.g. custodians, investment managers); and
- Spouse, relative or dependent of any of the above persons.

6.3 Who can I make a report to?

A Whistleblower Report must be made to an Eligible Recipient to qualify for whistleblower protection under the legislation which includes:

- Directors of the Trustee;
- The CEO and any member of the Leadership Team (i.e. those directly reporting to the CEO);
- The Company Secretary of the Trustee;
- The Trustee's external and internal auditors;
- The Plan Actuary;
- ASIC or APRA; or

- A Legal Practitioner.

6.4 How can I make a Whistleblowing Report?

There are three avenues through which you can raise a Whistleblowing Report and receive protection – internally or externally as outlined below.

6.2.1 Internal Reporting

We encourage anyone who has reasonable grounds to suspect improper conduct or adverse action to report to the WIO or another Eligible Recipient (refer to [section 6.3](#)). You may choose to:

- Contact the Eligible Recipient in person or by phone;
- Email the Eligible Recipient (if you wish to remain anonymous, you may choose to create an email account to mask your identity or adopt a pseudonym); or
- Post a letter to the Eligible Recipient via internal mail or addressed to their workplace.

If you are making an anonymous report, please provide as much information as possible. For further information on how we will protect your anonymity refer to [section 6.6](#).

6.2.2 Qantas Group Reporting

As QSL is a related body corporate of Qantas Airways Limited, you can also report to certain people within, and external to, the Qantas Group.

The options available for reporting via the Qantas Group are different. Please refer to the [Qantas Group Whistleblower Policy](#) (available on the Qantas Group website) for further information on the Qantas Group's approach to handling reports.

Reports made this way will be handled in accordance with the Qantas Group Whistleblower Policy, in which case this Policy will not apply.

6.2.3 External Reporting

Whilst we encourage Whistleblower Reports to be made internally, you may also choose to make a Report directly to regulatory authorities, for example ASIC, APRA, or the ATO (for matters relating to taxation). The respective websites of ASIC, APRA and ATO provide further detail about when and how you can make a Report to each body.

An Emergency Disclosure and/or a Public Interest Disclosure may, in certain circumstances, be made to a Parliamentarian or to a journalist. The criteria for such disclosures are detailed in [Annexure B](#), however before making disclosures of this kind, an independent Legal Practitioner should be contacted.

6.5 What information should be reported?

You should include as much information as possible about the incident or action, including but not limited to:

- Name(s) of people involved;
- Date, time and location of the misconduct; and
- Any other details of the incident or action, evidence of events (e.g. documents or emails) including information about financial or non-financial loss and whether it has occurred on other occasions.

A Whistleblowing Report Form (Form) is available (refer to [Annexure C](#)) to facilitate reporting correct information. This Form can be utilised by both the Whistleblower and Eligible Recipient.

6.6 Anonymity and confidentiality

You are entitled to remain anonymous or may place restrictions on who is informed of your identity and the information included in your Whistleblower Report and still be protected under the Corporations Act. This may continue throughout the investigation and after the investigation is finalised. There is legal protection available which carries serious penalties for individuals and companies that breach the protection available under the legislation.

Whilst we will attempt to investigate the Report, you should understand that restricting information for the purposes of maintaining anonymity may prevent us from being able to investigate the Report effectively.

You can refuse to answer any questions that you feel could reveal your identity, including follow up conversations, however you should maintain ongoing two-way communication with us. All records relating to a Report will be stored securely, remain confidential and access will be limited to those directly involved in managing and investigating the Report.

If you choose to disclose your identity, your details will only be used in connection with the investigation and will not be revealed to anyone unless:

- QSL are legally obliged to disclose the identity;
- QSL need to obtain legal advice or legal representation;
- QSL decide to report the matter to the relevant regulatory bodies (e.g. ASIC or APRA) or the Australian Federal Police; or
- you provide your consent in writing.

A person can disclose the information contained in a report with or without your consent if:

- the information does not include your identity;
- QSL has taken all reasonable steps to reduce the risk that you will be identified from the information; and
- it is necessary for investigating the issues raised.

QSL will adopt measures to support and protect the Whistleblower's identity, which may include:

- only a restricted number of people who are directly involved in handling and investigating a report will be made aware of an Eligible Whistleblower's identity (subject to consent) or information that is likely to lead to the identification of the Eligible Whistleblower;
- each person who is involved in handling and investigating a Whistleblower Report will be reminded about the confidentiality requirements, including that an unauthorised report of a Whistleblower's identity may be a criminal offence;
- communication with the Whistleblower will be through anonymised email addresses; or
- adopting a pseudonym— this may be appropriate in circumstances where the Whistleblower's identity is known to their supervisor or the WIO, but the Whistleblower prefers not to disclose their identity to others.

If a breach of confidentiality has occurred, you can lodge a complaint with the WPO or with a regulator, such as ASIC, APRA or the ATO, for investigation.

7 How is a report handled under this policy?

7.1 Notifications

If you have identified yourself, the WIO will inform the WPO as soon as they receive a Whistleblowing Report.

The WIO will notify the Chair of the Board and the CEO within 5 Business Days of a Whistleblowing Report being received as well as the outcomes of the investigation. Anonymity and confidentiality will be maintained.

Whistleblowing matters will be included in regular reporting to the Board and the Audit & Risk Committee (ARC) ensuring anonymity is maintained.

7.2 Investigating reports

All concerns are investigated and recorded confidentially and objectively. If the Whistleblower Report relates in whole or in part to the Qantas Group, the matter will be referred for handling under the Qantas Group Whistleblower Policy.

All Reports received by Eligible Recipients will be forwarded to the WIO who will carry out an initial assessment of the issues raised in the Report to determine whether it qualifies for protection and if a formal investigation is required.

You can expect to receive a preliminary response from the WIO within 5 Business Days.

If a formal investigation is required, the WIO will determine what action is required, and by whom that action is to be taken. Any investigation of a Whistleblowing Report will be conducted in a procedurally fair manner and in a timeframe, reasonable in the circumstances.

Where possible, you will be kept informed of the outcomes of the investigation into the Report subject to privacy and confidentiality considerations. Your identity will not be revealed to any implicated party (unless requested).

To understand the steps that we will take to investigate a Whistleblower Report of improper conduct refer to [Annexure A](#).

7.3 Outcomes of the Investigation

At the end of the investigation, the WIO will submit a final investigation report to the Chair of the Board and the CEO. The report will:

- summarise the conduct of the investigation and the evidence collected;
- draw conclusions about the extent of the matter and its consequences, including non-compliance with the law, policies or codes of conduct; and
- recommend remedial action to prevent recurrence of the matter (including any disciplinary action against the perpetrator).

Where the findings of an investigation indicate a matter that may constitute a breach of law or regulation that could cause substantial harm to QSL, the WIO will determine whether an immediate notification to the appropriate authority (such as the police, APRA or ASIC) is required.

You will be notified once the investigation has concluded, and where appropriate, given information regarding the outcome of the investigation. There may be circumstances where it is not suitable to provide details of the investigation, however you will be provided with as much information as possible to assure that the Whistleblower Report has been investigated in accordance with this Policy.

8 Protections and support

An Eligible Whistleblower who makes a report about improper conduct to an Eligible Recipient will be protected by the Whistleblower protections under this Policy and the relevant legislation. An Eligible Whistleblower still qualifies for protection even if their Report turns out to be incorrect.

8.1 Fair treatment of individuals mentioned in a Whistleblowing Report

QSL will ensure the fair treatment of employees who are mentioned in a Whistleblower Report and will adopt the following measures:

- Reports will be handled confidentially;
- each Report will be assessed and may be the subject of an investigation;
- the objective of an investigation is to determine whether there is enough evidence to confirm or disprove the matters reported;
- when an investigation needs to be undertaken, the process will be objective, fair and independent; and
- an employee who is the subject of a Report will be advised about the subject matter of the Report and may contact QSL's support services.

8.2 Protection from detriment

We strictly prohibit all forms of Detrimental Conduct against the Eligible Whistleblower. Eligible Whistleblowers are protected under the Whistleblower Protection Scheme from victimisation and suffering any "Detriment" by reason of the Qualifying Disclosure. Detrimental Conduct means any actual or threatened conduct that could cause Detriment to someone as a result of making a Whistleblower Report, including:

- termination of employment;
- alteration of an employee's position or duties to his or her disadvantage;
- harassment, bullying or intimidation;
- unlawful discrimination;
- harm or injury, including psychological harm;
- damage to a person's property;
- damage to a person's reputation; or
- any other conduct that constitutes retaliation.

We will adopt measures to support and protect Eligible Whistleblowers from Detriment, which may include the following measures:

- assessment of the risk of Detriment against an Eligible Whistleblower and other persons;
- making support services (including counselling or other professional or legal services) available;
- support to help an Eligible Whistleblower minimise and manage stress, time or performance impacts, or other challenges resulting from the Whistleblower Report or its investigation;
- consideration of changes to the Eligible Whistleblower's responsibilities;
- ensuring that management are aware of their responsibilities to maintain the confidentiality of an Eligible Whistleblower, address the risks of isolation or harassment, manage conflicts, and ensure fairness when managing the performance of a Whistleblower; and
- enabling a Whistleblower to lodge a complaint if they have suffered Detriment.

Eligible Whistleblowers (or any other employee or person) can seek compensation and other remedies through the courts if they suffer loss, damage or injury because of the Whistleblower Report and where the entity has failed to take reasonable precautions to prevent the Detrimental Conduct. In addition, an Eligible Whistleblower may seek legal advice or contact regulatory bodies if they believe they have suffered Detriment.

8.3 Legal Protections for Whistleblowers

The Whistleblower Protection Regime applies to a Whistleblower who seeks advice from a Legal Practitioner about the operation of the Whistleblower Protection Regime, or if the person is seeking representation in relation to it (even in the event that the Legal Practitioner concludes that a Report does not relate to a 'Disclosable Matter').

Eligible Whistleblowers may also be able to rely on the following legal protections:

- identity protection (confidentiality);
- protection from detrimental acts or omissions;
- compensation and remedies; and/or
- civil, criminal and administrative legal action.

The protections listed above do not grant immunity for any misconduct an Eligible Whistleblower has engaged in that is revealed in their disclosure.

The protections apply to internal Whistleblower Reports, Reports to Legal Practitioners, Reports to regulatory and other external bodies in addition to Public Interest and Emergency Disclosures.

9 Breaches of Policy

9.1 False Reports

We will treat all Whistleblower Reports seriously and endeavour to protect anyone who raises concerns in line with this Policy. However, false Reports can have significant effects on QSL's reputation and would also cause considerable waste of time and resources. A deliberately false disclosure under this Policy will be treated as a serious disciplinary matter, a consequence for which may include the termination of employment.

9.2 Potential Fines

In addition to disciplinary action, Australian legislation includes penalties that apply to persons who fail to maintain Whistleblower protections.

Disclosure of an Eligible Whistleblower's identity without consent could result in a fine of up to \$1,050,000 for an individual and \$10,500,000 for an organisation. Whistleblowers who make a Report in compliance with the law will be protected from retaliation.

10 Awareness and Training

All employees and directors will be made aware of this Policy as part of our induction program. All employees receive training regarding the contents of this Policy on a regular basis. Eligible Recipients will be provided specialist training in the Trustee's processes and procedures for receiving and handling Whistleblowing Reports, including training relating to confidentiality and the prohibitions against Detrimental Conduct.

A copy of this Policy is available to all employees, officers, directors, associates, suppliers, relatives, dependants, spouses of those parties and the general public via:

- Qantas Super Intranet; and
- Qantas Super website

A copy of this Policy is provided to all Directors of QSL before they assume their position.

11 Review and Approval of this policy

This Policy is subject to review at any time, but particularly where the following criteria apply:

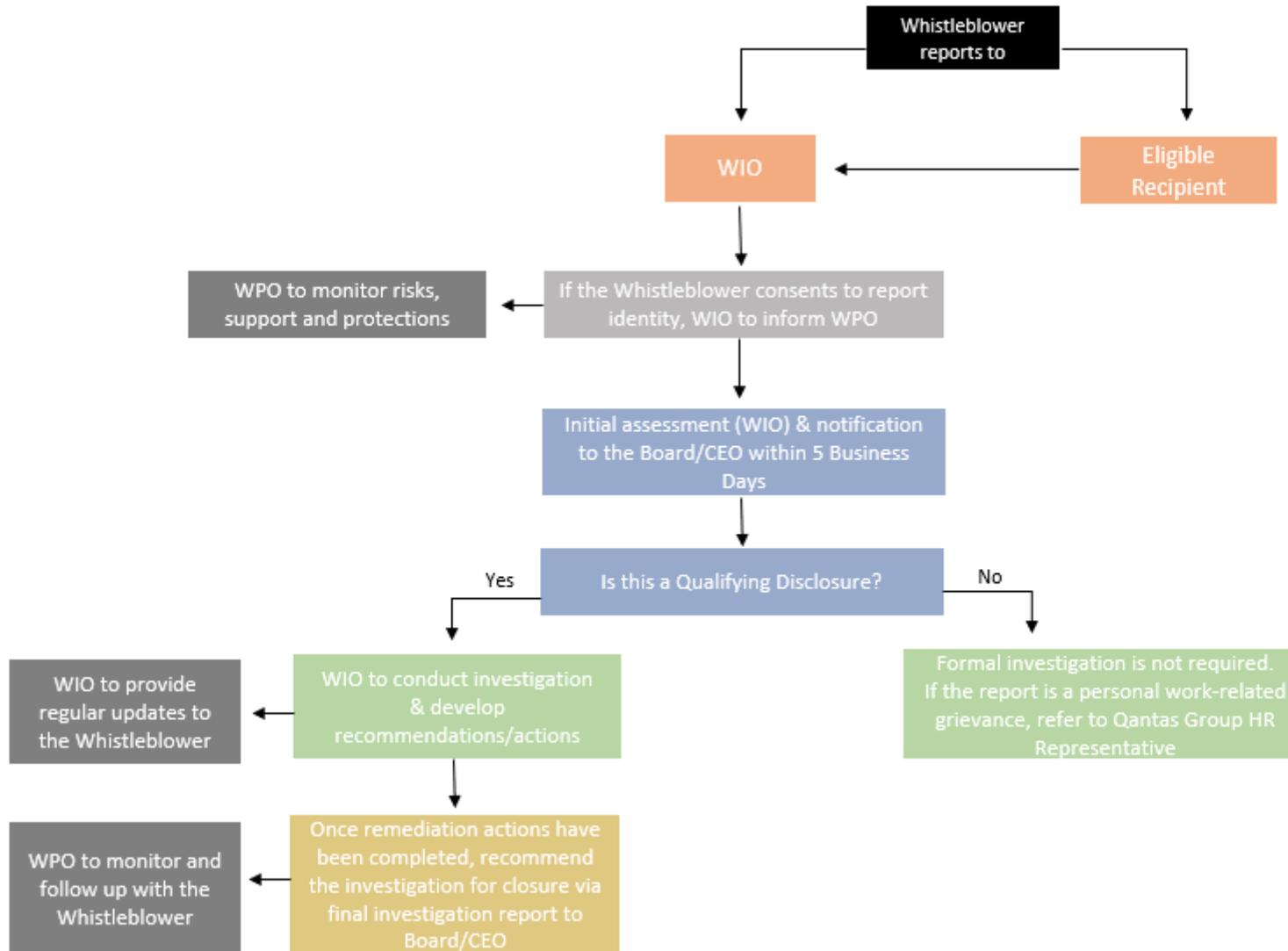
- Legislative changes or rulings by a regulator that require a review of the Policy;
- The Policy is no longer appropriate;
- There are reasons to believe that this Policy has failed, or may fail, to support the Trustee's compliance and/or obligations; and/or
- The structure, size or complexity of the Plan has changed.

At a minimum, this Policy will be reviewed at least every 3 years by the Risk and Compliance Team and approved by the ARC.

12 Version History

Version	Approved	Date	Notes
2021.1	ARC	6 December 2021	Following the transfer of responsibility for whistleblowing from Legal to Risk, a Line 2 review of the Policy and associated procedures has been undertaken. The key changes to the Policy include: <ul style="list-style-type: none">○ A change in the overall language to make it more user friendly as the Policy is required to be on our public website;○ Roles & Responsibilities defined including the WIO & WPO and Eligible Recipients; and○ Inclusion of a "Whistleblowing Reporting Form" template
2019.1	Board	2 December 2019	

Annexure A: Investigation Process



Annexure B: Public Interest and Emergency Disclosures

A Whistleblower can make a Public Interest Disclosure or an Emergency Disclosure to a journalist or a Parliamentarian under certain circumstances and can be protected under this Policy. The criteria for making a Public Interest Disclosure or Emergency Disclosure is outlined below.

Public Interest Disclosures requirements	Emergency Disclosures requirements
<p>The Whistleblower has previously made a Qualifying Disclosure to ASIC, APRA or a prescribed Commonwealth authority and;</p> <ul style="list-style-type: none"> • at least 90 days have passed since the Whistleblower was made to ASIC, APRA or another Commonwealth body prescribed by regulation; • the Whistleblower has reasonable grounds to believe that no action is being taken, in relation to their report; • the Whistleblower has reasonable grounds to believe that making a further report is in the public interest; and • before making the Public Interest Disclosure, the Whistleblower has given written notice to the body that includes sufficient information to identify the previous report and states the intention of making a Public Interest Disclosure. 	<p>The Whistleblower has previously made a qualifying disclosure to ASIC, APRA or a prescribed Commonwealth authority and;</p> <ul style="list-style-type: none"> • the Whistleblower has 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; • the extent of the information disclosed is no greater than is necessary to inform the journalist or parliamentarian of the substantial and imminent danger; and • before making the Public Interest Disclosure, the Whistleblower has given written notice to the body that includes sufficient information to identify the previous disclosure and states the intention of making an Emergency Disclosure.

A Whistleblower should contact a Legal Practitioner before making a Public Interest Disclosure or an Emergency Disclosure.

Annexure C: Whistleblower Report Form

Please refer to the Whistleblower Policy before completing a Whistleblower Report.

Section 1: Consent to Disclosure for Investigation Purposes

Date: _____

- I am an Eligible Recipient and have received a Whistleblower Report on behalf of the Whistleblower (go to Section 2).
- I am a Whistleblower making a Report

Declaration

- I believe that the information I have disclosed is true.
- My disclosure is entirely voluntary and without any threat exerted over me by anyone.
- I have read and received a copy of the Whistleblowing Policy.
- I wish to remain anonymous (if ticked, you do not have to complete the 'Personal Details' section of this form).
- I would like a summary of the investigation and proposed actions to be provided to me.

Consent

By making this Whistleblowing Report I consent to the use of the information provided in this Report in accordance with the QSL Whistleblowing Policy and all relevant laws and regulations.

I give my consent to the disclosure of my identity, under conditions of confidentiality, except for the purpose of investigation and reporting, to the people in the following roles:

- Whistleblowing Investigations Officer (WIO)
- Whistleblower Protection Officer (WPO)

Personal Details of Whistleblower (OPTIONAL)

While you are under no obligation, it is recommended that you provide your contact details as you may need to be contacted in the future if clarification or further information is needed.

Name	
Position	
Mobile	

All Whistleblowing reports will be treated with strict confidence.

Section 2: Whistleblowing Report (Report)

The report should, to the extent reasonably possible, address each of the items listed below.

Subject	Details
The person(s) suspected of any conduct that is a Disclosable Matter	
The nature of the suspected conduct (e.g. fraud, negligence or other Improper Conduct)	
The dates of the suspected conduct	
Any evidence of the suspected conduct (regardless of format) and the location of any other evidence	
Any concerns of reprisals to you by making this Report	
Any other details	

Once completed, give this Report (or the details in this Report) to an Eligible Recipient or the Whistleblower Investigations Officer in person, phone, email or post.