



## Making a Whistleblower Report – Quick Guide - External June 2019

1	<b>Seek information on Whistleblowing</b> <ul style="list-style-type: none"><li>○ Review ASIC's guidance on Whistleblowing</li></ul>
2	<b>Check you are an eligible whistleblower</b> <p>A report can only be made by an individual who is or was previously in a relationship with Hunter United:</p> <ul style="list-style-type: none"><li>○ an officer of Hunter United;</li><li>○ an employee of Hunter United;</li><li>○ an individual who supplies services or goods to Hunter United (whether paid or unpaid);</li><li>○ an employee of a person who supplies services or goods to Hunter United (whether paid or unpaid);</li><li>○ an individual who is an associate of Hunter United; or</li><li>○ a relative or dependent of any of the above (this includes a spouse, parent or other linear ancestor, child or grandchild, and sibling)</li></ul>
3	<b>Understand your protections and support available:</b> <ul style="list-style-type: none"><li>○ You can make an anonymous report</li><li>○ Your identity will not be made known to other parties unless it is permitted under some exceptions.</li><li>○ You cannot be victimised for making a report. However, the protection does not apply if the information concerns a personal work-related grievance.</li><li>○ Information you provide will be kept secure and private</li><li>○ Making a whistleblower report can often be difficult and stressful and Hunter United has a confidential Employee Assistance Program available for use</li></ul>
4	<b>Understand your obligations</b> <ul style="list-style-type: none"><li>○ Making a report under the Whistleblower policy does not shield you from the consequences of your involvement in any of the improper conduct alleged or identified during the investigation process.</li><li>○ If a report is found to be a vexatious complaint or made without reasonable cause it could result in you being required to pay costs incurred by parties and possible disciplinary action for employees, for example, dismissal.</li></ul>
5	<b>Who you can make a report to</b> <p>Within Hunter United, whistleblower reports can be received by the following eligible recipients:</p> <ul style="list-style-type: none"><li>○ The Whistleblower Complaints Officer (WCO) who is the Chairperson of the Audit Committee or their alternate, the Chairman of the Board;</li><li>○ a director, company secretary or senior manager; or</li><li>○ a Hunter United auditor, actuary or a member of the audit team (both internal and external).</li><li>○ You could also choose to report to a government entity: ASIC; APRA; AFP; or the ATO.</li></ul>



6	<p><b>How to make a report to Hunter United</b></p> <p>You can make a report to one of the eligible recipients above in person, writing (email or post) or phone. You can also report to the WCO</p> <p><b>Telephone Contact</b></p> <p>A dedicated phone number (02 4941 3830) is available and automatically forwarded to the WCO's personal mobile.</p> <p><b>Mail Contact</b></p> <p>A written report should be addressed to the WCO as follows: Whistleblower Complaints Officer, PO Box 851 Newcastle NSW 2300 "Private &amp; Confidential to be opened only by the addressee"</p> <p><b>Email Contact</b></p> <p>A report should be emailed to the WCO at <a href="mailto:whistleblower@hunterunited.com.au">whistleblower@hunterunited.com.au</a>. Note – this method should not be used if the Whistleblower wishes to remain anonymous as the originating email address will be visible to the WCO.</p>
7	<p><b>What to include in your report to Hunter United</b></p> <p>Ensure the following information is provided:</p> <ul style="list-style-type: none"><li>○ An outline of the known or suspected misconduct</li><li>○ Details about when, where and how it occurred</li><li>○ The name of suspected wrongdoers (including anyone outside of Hunter United)</li><li>○ The names of anyone who may have relevant information</li><li>○ Details of how you came to know about the suspected activities</li><li>○ Any breaches of Hunter United's internal controls</li><li>○ Any recommendations you have as to how to deal with the situation</li><li>○ The names of other witnesses or of people who you have discussed the matter with</li></ul>
8	<p><b>What happens after you make a report to Hunter United</b></p> <ul style="list-style-type: none"><li>○ The recipient will confirm receipt of your report</li><li>○ The recipient will escalate your report to the Whistleblower Complaints Officer (WCO) who will investigate the disclosure</li><li>○ The matter will be investigated fully, promptly and fairly</li><li>○ The WCO will inform the individual/s involved in writing about the concerns raised, the seriousness of the allegation and provide any supporting documentation</li><li>○ The individuals involved will be interviewed one at a time and will have the right to be accompanied by a legal or union representative or work colleague</li><li>○ Once the matter is completed a report (verbal or otherwise) will be made to you . This report will explain the findings and actions taken to the fullest extent possible within legal and confidentiality constraints.</li><li>○ The aim is to respond to all reports within 21 working days, or within a reasonable timeframe, depending on the complexity of the report.</li></ul>