

Gladstone Ports Corporation's Whistleblower Program



**Gladstone Ports
Corporation**

Growth, prosperity, community.

Gladstone Ports Corporation's (GPC's) Whistleblower Program provides a reporting platform for improper conduct within or related to GPC so incidents can be recorded, investigated and addressed in line with Australian Whistleblower legislation.

GPC's Whistleblower Program reinforces our core values of Growth, Prosperity and Community and our commitment to providing a confidential, structured and unbiased process to raise concerns of business impropriety.

What can I report?

To receive protection as a whistleblower under Whistleblower legislation and GPC's Whistleblower Policy, the incident must:



Be a break of corporations, finance or insurance legislation.
See policy for further details



Be a danger to the public health.
Health and safety of person or environment



Be financial malpractice, impropriety or fraud



Breach of GPC's Code of Conduct and Ethics



Be a material breach of Franchising Code of Conduct



Breach the Fair Work Act; National Employment Standards of Modern Awards

Who does the program support?

- GPC employees, their relatives and dependants
- GPC contractors
- GPC suppliers of goods and services

Where do I direct the issue to?

Internal



Direct Manager or General Manager



Whistleblower Coordinator (WC)

External and/or Anonymously



External reporting hotline



Auditor or member of audit team



ASIC & APRA



Legal practitioner
for advice or representation

What do you need to do to raise a concern?

- Report to your manager first unless unsafe or not feasible
- Reference the Whistleblower Policy
- The nature of the improper conduct and when it has or is likely to occur
- Names of the people involved
- Any materials to support; documents, emails, potential witnesses

How can you report it?

Written report



PO Box 730, Milsons Point, NSW 1565



GPCSpeakup@coreintegrity.com.au

External hotline



<https://speakup.coreintegrity.com.au/GPC>



Verbal report



1800 693 362

What happens when a matter is raised?

Matter is assessed to determine whether it qualifies for protection and whether an investigation is required

If consent is given, there is regular, appropriate and confidential contact with the discloser by the Whistleblower Protection Office (WPO)

Actions will be undertaken in a timely manner. Timelines will vary depending on circumstances

Protecting you is paramount

Your confidentiality is assured regardless of the reporting method you choose. Reports can be made anonymously to a third party through the external hotline.

When your disclosure meets the criteria in the Whistleblower Policy, you are protected from:



Claims of contractual breaches or other civil claims



Termination of employment contract or supplier contract



Victimisation

What outcome should you expect?

Matters will be documented and stored in a secure location. Your identity can only be disclosed by GPC if:

You have given consent

It has been requested by ASIC, APRA or AFP

Required by a legal practitioner for advice relating to Whistleblower laws

The protected matter review team (GPC WC) may disclose the matter (but not the identity of the discloser) to:

GPC CEO or GPC Board

People who are relevant to the matter for the purpose of conducting the investigation

A person who is alleged to have acted improperly to allow the person an opportunity to respond

HR, managers, employees or external investigators, as needed to conduct an investigation

The person making a report will be informed when the matter is closed by GPC, but may not be advised of the action taken due to confidentiality and privacy.

This information should be read in conjunction with the Whistleblower Policy.

How we live our values



We innovate to create sustainable solutions



We collaborate to drive high performance



We respect and care for each other, country and community



We operate with integrity and accountability



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