

Whistleblowers Policy

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Whistleblowers Policy

Primewest Group Limited and its subsidiaries and Primewest Management Limited as responsible entity of the Primewest Property Fund (Primewest)

Operative provisions

1. Introduction and Purpose

1.1 Background

Primewest is committed to promoting and supporting a culture of corporate compliance and ethical behaviour.

1.2 Purpose

The purpose of this Whistleblowers Policy (**Policy**) is to:

- (a) encourage Employees to raise any concerns and report instances of Reportable Conduct where there are reasonable grounds to support such action, without fear of intimidation, disadvantage or reprisal;
- (b) outline the mechanisms for the reporting and investigation of reported matters;
- (c) outline the measures in place to protect a whistleblower; and
- (d) outline the additional procedures and protections that apply to whistleblowers under the Corporations Act 2001 (Cth) (**Corporations Act**) in relation to the reporting of possible breaches of the Corporations Legislation. Paragraph 5.2 of this Policy explains these procedures and protections.

It is expected that Employees will report known, suspected or potential cases of Reportable Conduct. Failure to raise issues could result in disciplinary action.

1.3 Definitions

Capitalised terms used in this Policy are defined in the Schedule 1.

2. Scope

This Policy applies to all Employees who wish to report Reportable Conduct regarding Primewest's activities.

This Policy does not deal with staff grievances which do not constitute Reportable Conduct (it is noted that separate procedures exist to deal with staff grievances).

3. Reporting conduct

3.1 Reportable Conduct

Reportable Conduct must be based on information that is directly known to the Employee. The Employee must have reasonable grounds to suspect the alleged conduct has occurred.

3.2 False reporting

No Employee will be victimised or adversely affected because of taking action in reporting their concerns (provided of course that the Employee has reasonable grounds to suspect wrongdoing).

3.3 How to report conduct

Employees can report Reportable Conduct to:

- (a) their immediate local senior HR representative; or
- (b) one of the Whistleblower Protection Officers identified in paragraph 0 of this Policy.

Primewest does not currently have an external independent whistleblower hotline however it will continue to assess whether such a hotline is appropriate and may introduce one in the future.

3.4 Whistleblowers Protection Officers

In addition to the local senior HR representative, the current Whistleblower Protection Officers nominated by Primewest are the Company Secretaries, who are currently David Creasy, who can be contacted on +61 405 986 012 or by email at Davecr@primewest.biz, and Helen Silva on (08) 6313 0208 or by email at Helen@primewest.biz.

3.5 Confidentiality of reported conduct

Reports will be kept confidential to the extent possible, subject to legal and regulatory requirements. Reports can be made anonymously if required by sending written reports directly to a Whistleblower Protection Officer. If an Employee chooses to disclose Reportable Conduct anonymously, this may hinder the ability of Primewest to fully investigate the matter. Further, it may in certain circumstances prevent the whistleblower from accessing additional protection at law (refer paragraph 5.2 of this Policy). Disclosures that involve a threat to life or property, illegal activities or legal action against Primewest may require actions that do not allow for complete anonymity. Any breach of confidentiality in relation to the disclosure or Whistleblower's identity will be taken seriously, and may be the subject of a separate investigation and/or disciplinary action.

4. Handling of reports

4.1 Timely review of reported conduct

All reports of Reportable Conduct will be investigated by a Whistleblower Protection Officer on a timely basis. Appropriate corrective action will be taken as warranted by the investigation. The investigation will be thorough, objective, fair and independent of the Employee, anyone who is the subject of the Reportable Conduct, and any business unit concerned.

4.2 Role of Whistleblower Protection Officer

The Whistleblower Protection Officer is responsible for:

- (a) coordinating the investigation into any report received from a Whistleblower;
- (b) documenting and handling all matters in relation to the report and investigation; and
- (c) finalising all investigations.

The Whistleblower Protection Officer will, at all times, have direct and unrestricted access to reasonable financial, legal and operational assistance when this is required for any investigation.

4.3 Rights of person who is alleged to have acted improperly

A person who is the subject of an investigation is entitled to be:

- (a) informed as to the substance of any adverse comment that may be included in a report or other document arising out of any such investigation; and
- (b) given a reasonable opportunity to put their case to the Whistleblower Protection Officer who is investigating the report.

4.4 Whistleblower will be kept appropriately informed

The Whistleblower will be kept appropriately informed of the progress of action taken in respect of their report, unless they have remained anonymous. At the conclusion of the investigation, they will be informed of the outcome.

4.5 Confidentiality

- (a) Primewest and any persons receiving reports will not disclose particulars of reported matters that would suggest the identity of the Whistleblower without obtaining the Whistleblower's prior consent, subject to any requirements of applicable law. Any such disclosure to which the Whistleblower consents will be made on a strictly confidential basis.
- (b) All files and records created from an investigation will be retained under strict security. The unauthorised release of information without a Whistleblower's consent to any person not involved in the investigation (other than the Audit, Risk Management and Compliance Committee) is a breach of this Policy, subject to any requirements of applicable law.
- (c) The Audit, Risk Management and Compliance Committee will receive copies of all investigation reports from Whistleblower Protection Officers. Anonymity and confidentiality requirements will be observed by the Audit, Risk Management and Compliance Committee.

5. Protection of Whistleblowers

5.1 General protections

Whistleblowers that report a concern in good faith under this Policy must not be personally disadvantaged by:

- (a) dismissal;
- (b) demotion;
- (c) any form of harassment;
- (d) discrimination; or
- (e) current or future bias.

The Whistleblower is not, however, protected from civil or criminal liability for any of his or her conduct which may be revealed by the report. However, if a Whistleblower reports such conduct and actively cooperates in an investigation in which they may be implicated, there may be some cases where the fact they have made a report will be taken into account as a mitigating factor when determining actions which may be taken against them.

5.2 Protection under the Corporations Legislation

The Corporations Act provides additional protections in relation to the reporting of a possible contravention of the Corporations Legislation. A disclosure of information by a person qualifies for protection under the Corporations Act if:

- (a) the whistleblower is an officer or employee of Primewest, a contractor (who has a contract for the supply of services or goods to Primewest) or an employee of such a contractor;
- (b) the report is made to:
 - (i) ASIC;
 - (ii) Primewest's auditor, or a member of the audit team;
 - (iii) a director, secretary or senior manager of Primewest (for example, the immediate local senior HR representative of the whistleblower); or
 - (iv) a person authorised by Primewest to receive disclosures of that kind (that is, a Whistleblower Protection Officer);
- (c) the whistleblower provides their name before making the report. Anonymous reports are not protected under the Corporations Legislation;
- (d) the whistleblower has reasonable grounds to suspect that the information indicates that there has been a contravention of the Corporations Legislation by Primewest or any of its officers or employees;
- (e) the disclosure is made in good faith.

If these conditions are met, the Corporations Act provides the following protections to the whistleblower:

- (a) The whistleblower is not subject to any civil or criminal liability for making the disclosure. The whistleblower is not, however, protected from civil or criminal liability for any of its conduct which may be revealed by the report.
- (b) No contractual or other remedy may be enforced or exercised against a whistleblower on the basis of the disclosure, and a contract to which the whistleblower is a party may not be terminated on the basis that the disclosure constitutes a breach of the contract.
- (c) If Primewest purports to terminate the employment of a whistleblower on the basis of the disclosure, a court may reinstate the whistleblower to the same position or a position at a comparable level.
- (d) The whistleblower is protected from actual or threatened detriment because of the report and may receive compensation for any damage caused by such detriment.

- (e) Subject to limited exceptions, the person to whom the disclosure is made must not disclose the substance of the report, the whistleblower's identity or information likely to lead to identification of the whistleblower.

Primewest and its subsidiaries are committed to full compliance with these protective provisions.

6. Other matters

6.1 Amendment of policy

This Policy can only be amended with the approval of the Board.

6.2 Terms and Conditions

This policy **does not form part of any contract of employment or contract of engagement** and local laws and regulations in relation to the subject matter of this policy may vary from time to time and Employees are encouraged to be aware of relevant laws and regulations and not to solely rely on this policy.

6.3 Adoption of Policy and Board review

- (a) This Policy was adopted by the Board on 11 October 2019, and takes effect from that date and replaces any previous policy in this regard.
- (b) The Board will review this Policy periodically. The Company Secretary will communicate any amendments to employees as appropriate.

Schedule 1 – Definitions

For the purposes of this Policy:

ASIC means the Australian Securities and Investments Commission.

Corporations Act means Corporations Act 2001 (Cth).

Corporations Legislation has the meaning given to that term in section 9 of the Corporations Act, and includes the Corporations Act and Australian Securities and Investments Commission Act 2001 (Cth).

Employees include any director, secretary, officer, employee, secondee or contractor of Primewest.

Primewest means Primewest Group Limited and its subsidiaries and Primewest Management Limited as responsible entity of the Primewest Property Fund.

Reportable Conduct means conduct that is illegal, unacceptable or undesirable, or the concealment of such conduct. It includes conduct that:

- (a) is against the law or regulatory obligation or is a failure by Primewest to comply with any legal obligation;
- (b) is unethical or breaches Primewest's policies or Code of Conduct;
- (c) is dishonest, fraudulent, theft or corrupt;
- (d) is coercion, harassment, bribery, victimisation or discrimination;
- (e) involves unethical accounting practices, actions or transactions;
- (f) is misleading or deceptive conduct of any kind (including conduct or representations which amount to improper or misleading accounting or financial reporting practices either by, or affecting, Primewest);
- (g) is potentially damaging to Primewest, an Employee or a third party, including unsafe work practices, environmental damage, health risks or substantial wasting of company resources;
- (h) may cause financial loss to Primewest or damage its reputation or be otherwise detrimental to Primewest; or
- (i) involves any other serious impropriety.

Whistleblower means an Employee who alerts Primewest and/or a regulatory authority to Reportable Conduct within Primewest.

Whistleblower Protection Officer means a local senior HR representative or other person nominated by Primewest whose key responsibilities include protecting whistleblowers who report concerns under this Policy. The names and contact details of Primewest's current Whistleblower Protection Officers, other than the local senior HR representatives, are identified in paragraph 3 of this Policy.