



**INFRASTRUCTURE**  
A GAMUDA Company

Integrated Management System

# Speak Up Policy

DTI-HR-PO-011

## REVISION HISTORY

Revision no.	Issue Date	Amendment description
00	18-Aug-23	Initial Release
0.01	05-Sep-23	Speak Up site address updated

## ISSUE

	Name, Position	Signature	Date
Prepared by	Adam Leary		
Reviewed by	External Reviewer		
Approved by	CEO		

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## POLICY

DT Infrastructure (DTI or the Company) encourages the reporting of genuine concerns of malpractice, an improper state of affairs, or misconduct (improper conduct) in the workplace by providing an accessible and safe reporting mechanism, and protection for people who make disclosures of serious wrongdoing, including unlawful, unethical, fraudulent, or undesirable conduct related to the Company.

This Policy is intended to facilitate the disclosure of any improper conduct, including fraud, corruption, breaches of workplace laws and regulations, or any other illegal or unethical activity, by an employee of DT Infrastructure or any other member of the organisation.

The Policy is intended to promote a culture of honesty, integrity, and accountability within the organisation, and to encourage employees and members of the organisation to report any improper conduct they become aware of. All reports of improper conduct will be taken seriously and dealt with in a prompt and thorough manner, and whistleblowers will be protected from retaliation and discrimination.

The Company will ensure that all eligible disclosures (a report) that fall under the categories described in this policy are thoroughly investigated.

## SCOPE

This policy is relevant to all current and former employees of DT Infrastructure, as well as all current and former clients, contractors, partners, suppliers, and family members (see definitions). This policy is applicable to all of its operations and services.

This policy also applies to any other person who discloses improper conduct by an employee or a member of the organisation.

Employee grievances such as personal or work-related grievances are not covered under this policy. Please see the Grievance Policy for more information.

## DEFINITIONS

Term	Definition
<b>Eligible Disclosure</b>	Making a report of potential misconduct or breaches of the law related to the Company, an officer or employee of the Company.
<b>Employee</b>	A person employed directly by DT Infrastructure as well as any independent contractor engaged by the employer and any employees of, or duties undertaken by, the independent contractor.
<b>Reasonable grounds</b>	A reasonable person in your position would also suspect the information indicates misconduct or a breach of the law and a breach of this policy.
<b>Eligible Recipient</b>	An eligible person to receive the disclosure.

<p><b>Whistleblower (Eligible Discloser)</b></p>	<p>An eligible whistleblower is:</p> <ul style="list-style-type: none"> <li>▶ A current or former employee and officers of the Company, or a related Company, whether full-time, part-time or casual, at any level of seniority and wherever employed;</li> <li>▶ Officer (Director or Company Secretary) of the Company or related Company;</li> <li>▶ Contractor, or employee of a contractor, who has supplied goods or services to the Company, or a related Company (whether paid or unpaid);</li> <li>▶ A current or former employee, associate, of a person who has or had a contract to supply services or goods to the Company;</li> <li>▶ Associate of the Company, usually a person with whom the company or organisation acts in concert; and A current or former spouse, relative or dependant of one of the people referred to above.</li> </ul>
<p><b>Whistleblower Protection Officer (WPO)</b></p>	<p>The GM People is the Company appointed WPO and has an obligation to:</p> <ul style="list-style-type: none"> <li>▶ Ensure that a whistleblowers identity or information leading to their identity being known is disclosed unless that disclosure is authorised under the law.</li> <li>▶ Not cause or threaten to cause harm or detriment to a whistleblower for making their disclosure</li> </ul>
<p><b>Improper conduct</b></p>	<p>Conduct which can include, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>▶ Fraud, theft, or embezzlement;</li> <li>▶ Corruption or bribery;</li> <li>▶ Breaches of workplace laws and regulations;</li> <li>▶ A serious breach, or continuing or regular breaches of the Company's policies or other rules of conduct;</li> <li>▶ Coercion, discrimination, harassment, or bullying;</li> <li>▶ misleading or deceptive conduct of any kind;</li> <li>▶ Health and safety violations;</li> <li>▶ Modern Slavery;</li> <li>▶ Environmental violations; and</li> <li>▶ Any other illegal or unethical activity.</li> </ul>
<p><b>Workplace</b></p>	<p>Considered to be the offices and construction or project sites of DT Infrastructure, its parent company and its partners. This includes work outside normal working hours and during work activities, including dealing with clients and suppliers, and at work-related events, including training programs and social functions.</p>

## MAKING A DISCLOSURE

A whistleblower must have reasonable grounds to suspect that the information being disclosed about the Company is related to misconduct or an improper state of affairs or circumstances. This includes but is not limited to conduct which is:

- ▶ A breach of legislation, regulations or is otherwise unlawful

- ▶ An offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months
- ▶ Corrupt, dishonest or fraudulent, or is an abuse of public trust or position as an official
- ▶ Unreasonably endangering the health and safety of individuals, or the environment
- ▶ Gross mismanagement of Company procedures or processes that has a financial or non-financial loss detrimental to the interests of the Company
- ▶ Serious or improper misconduct and a breach of Company policies or contractual requirements.

Any disclosures made to an eligible recipient must be made in person, in writing or by telephone and the whistleblower must inform the eligible recipient that they wish to make a disclosure under this policy.

A whistleblower must provide information to assist any inquiry/investigation of the wrongdoing disclosed. Making a disclosure may not protect the whistleblower from the consequences flowing from involvement in the wrongdoing itself as a person's liability for their own conduct is not affected by their disclosure. However, active cooperation in the investigation and an admission and remorse may be taken into account when considering disciplinary or other action.

## ELIGIBLE RECIPIENT

Disclosures can be made to one of the following recipients:

- ▶ A Director, Company Secretary, Company Officer, or Senior Manager of the Company, or a related Company
- ▶ An auditor, or member of a team conducting an audit of the Company, or related Company
- ▶ An actuary of the Company, or related Company
- ▶ A senior manager of the Company
- ▶ A person authorised by the Company to receive Whistleblower disclosures, such as Human Resources.

## Internal Whistleblowers (current or former Directors, Employees, Interns, Contractors or Consultants)

In the first instance, whistleblowers should raise concerns with their current or previous direct line manager or Human Resources Manager. Where this is not appropriate or where the person making a disclosure does not feel comfortable raising it with either of the above individuals, the disclosure can be made to another eligible recipient.

## External Whistleblowers (other persons with a relationship to the Company)

Whistleblowers should raise concerns with an eligible recipient of the Company, via the same means as set out in this policy.

## ALTERNATIVE DISCLOSURE METHOD

The organisation, CurbyMcLintock, have been assigned as independent third-party providers to report eligible disclosures. This allows anonymity should an individual refer to report in this manner. If the whistleblower considers that making a disclosure to an eligible recipient listed above is inappropriate to the circumstances (i.e. they have previously made a disclosure but no action was taken, or the person making the disclosure is reasonably concerned about retaliation or confidentiality), we encourage you to contact CurbyMcLintock who have been nominated as eligible recipients to receive disclosures.

CurbyMcLintock manage an online external platform "Speak up" to facilitate such disclosures.

Use the QR Code below or link here [Speak up link](#) to lodge your report with our third party provider.



Other persons or entities that can receive eligible disclosures are listed within the Corporations Act 2001.

## ANONYMOUS DISCLOSURES

While a person must make the disclosure to an eligible recipient, the concerns can be made anonymously under this policy and the whistleblower can request for their identity – or information within any report that is likely to lead to their identification – to be anonymous. Should the report require investigation, the investigator will be required to take all reasonable steps to reduce the possibility of the whistleblower’s identity being revealed.

## INVESTIGATING A REPORT

To ensure that all investigations are undertaken in a compliant and fair manner, each case will be assigned to a Company whistleblowing investigator who has been approved by the CEO to conduct the investigation of wrongdoing.

If required, an independent external investigator may be used to conduct the investigation e.g., CurbyMcLintock. All investigations are to be conducted in a fair and independent manner and all efforts will be made to keep matters relating to the report confidential.

Where an eligible whistleblower wishes to remain anonymous, all attempts to keep their identity anonymous will be taken, such as allocating them a reference number instead of using their name in any report.

Information that may lead to the identification of the whistleblower may be disclosed without permission, provided that:

- ▶ It is disclosed for the purpose of reasonably investigating the matter; and
- ▶ All reasonable steps are taken to reduce the risk that the whistleblower will be identified.

## PROTECTION

There are protections afforded to whistleblowers under law, if the person meets the criteria of being a whistleblower, including under the Corporations Act 2001 (as amended).

The protections afforded by the Company include:

- ▶ Where a report requires investigation, the investigator will be required to take all reasonable steps to reduce the possibility of the whistleblower's identity being revealed without their consent;
- ▶ Ensuring that no detrimental or adverse action is taken against the whistleblower for making a disclosure, such as disciplinary action;
- ▶ Taking disciplinary action against any employee who threatens to or makes detriment to the whistleblower;
- ▶ All reasonable action will be taken by the Company to ensure that a whistleblower will not be subject to any form of victimisation, discrimination, harassment, demotion, dismissal or other adverse action as a result of making a report;
- ▶ A whistleblower will not be subject to any civil, criminal or disciplinary action for making a disclosure that is covered by this Policy, or for participating in any subsequent investigation by the Company;
- ▶ Although not all disclosures of serious wrongdoing are protected by law, the Company will try as far as possible, to afford the same protections to all persons making reports about serious misconduct; and
- ▶ The whistleblower can request for their identity or any information likely to lead to their identification to remain confidential.

This policy complies with all relevant Australian workplace laws, including the Corporations Act 2001 and the Public Interest Disclosure Act 2013. Whistleblowers who report improper conduct under this policy are also protected by the Fair Work Act 2009 and other applicable laws and regulations.

## CONFIDENTIALITY

Whistleblowers who come forward with information under this policy will receive protection from retaliation, discrimination, harassment, and victimisation. Any employee or member of the organisation who is found to have retaliated against a whistleblower will be subject to disciplinary action, up to and including termination of employment or membership.

All reports of improper conduct made under this policy will be handled in a confidential manner, and the identity of the whistleblower will be protected to the extent possible. However, in some circumstances, it may be necessary to disclose the whistleblower's identity in order to investigate the report of improper conduct or to comply with legal obligations.

If required, information about a whistleblower's identity or information that is likely to lead to the identification of the whistleblower may be disclosed in the following circumstances:

- ▶ In the process of investigating a report where additional information or details are required to be given to other related Company employees or external persons involved in the investigation process;
- ▶ Where the information is disclosed to ASIC, or APRA;
- ▶ Where the information is disclosed to law enforcement in the jurisdiction the incident occurred; and

- ▶ Where information is disclosed to a legal practitioner for the purposes of seeking legal advice in relation to the operation of applicable whistleblowing protection laws.

It will be necessary to disclose the facts and substance of a report to a person who may be the subject of the report, as it is essential for natural justice to prevail. Although confidentiality is maintained, in some circumstances, the person who reported the alleged improper conduct may be obvious to a person who is the subject of a report.

## RECORD KEEPING

Appropriate records (electronic or paper-based including file notes) must be kept in accordance with the relevant document retention and disposal regulations.

## VICTIMISATION

Retaliation or victimisation against an individual who, in good faith, has made a disclosure, or who has cooperated with the process of such matters will not be tolerated.

Wilfully making false, unfounded or vexatious disclosures under this policy constitutes serious misconduct and may result in appropriate disciplinary action, including termination of employment.

## SUPPORT

The Company will also provide the following additional support as required by the whistleblower or a person(s) implicated in a disclosure:

- ▶ Access to the Employee Assistance Program (EAP) to help with any direct issues as a result of the investigation
- ▶ Appointing a support person who is an officer, senior manager, Human Resources manager or other employee appointed by the Company and may include the following:
  - Support and provide protection to the whistleblower or a person(s) implicated in a disclosure under this policy.
  - Assist with any mentoring or other support required regarding ongoing concerns that the person may have relating to the investigation.
  - Keep the whistleblower informed of the progress and outcomes of the investigation, subject to considerations of privacy of those against whom a disclosure has been made.

The Company will provide its full support to a person who is the subject of a report where the allegations contained in the report are clearly wrong or vexatious.