

# Global Whistleblowing Policy

**Webjet Group Limited**

Version 3.0

## Version Control.

<b>Document Owner/s</b>	Whistleblowing Officer, Emma Evans
<b>Document Name</b>	Global Whistleblowing Policy Australia and New Zealand Whistleblowing Policy
<b>Version Control</b>	3.0
<b>Material Changes</b>	Address requirements of ASIC's Regulatory Guide RG270 and the Protected Disclosures (Protection of Whistleblowers) Act 2022 (New Zealand).
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<b>Regulatory Requirements</b>	<ul style="list-style-type: none"><li>• Corporations Act 2001 (Cth)</li><li>• ASIC Regulatory Guide RG270</li><li>• Taxation Administration Act 1953 (Cth)</li><li>• Protected Disclosures (Protection of Whistleblowers) Act 2022 (NZ)</li></ul>

## Supporting Documents.

<b>Document Name</b>	<b>Description</b>
<b>Anti-Fraud and Corruption Policy</b>	Webjet's policy that sets out the organisation's approach to managing fraudulent and corrupt conduct.
<b>Code of Conduct</b>	Webjet's Code of Conduct that sets out the organisation's values and ethical standards.

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## 1. Purpose.

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- 1.1 Webjet Group Limited and its controlled entities (together **Webjet**) is committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time or unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations occurring and to address them when they do occur.
- 1.2 In promoting a culture of honesty, ethical behaviour and corporate compliance, Webjet is committed to ensuring that staff who report any instances of suspected illegal, fraudulent or unethical conduct, are supported and can do so without fear of victimization or detrimental treatment, including but not limited to intimidation, disadvantage or reprisal.

## 2. Scope.

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This whistleblowing policy (**Policy**) is designed to enable Webjet staff in all jurisdictions and locations, (to include job applicants, employees, volunteers, interns and contractors) to raise concerns at an appropriate level and to disclose information which the individual genuinely believes amounts to malpractice, impropriety or unethical conduct.

## 3. Policy Review.

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- 1.3 In line with other Webjet policies and to ensure ongoing effectiveness within Webjet's objectives and market conditions, this Policy will be reviewed annually, or as soon as possible following any material change to the process or any relevant law.

## 4. What is whistleblowing?

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- 1.4 Whistleblowing, for the purposes of this policy, is the reporting of suspected wrongdoing or dangers in relation to our business.
- 1.5 Webjet encourages individuals to report actual or suspected wrongdoing that falls within the scope of this policy. Any Webjet staff member is encouraged to make a report under this Policy if they reasonably believe that a Webjet director, officer, employee, contractor or other person who has business dealings with Webjet has engaged in conduct which is:
  - 1.5.1 dishonest;
  - 1.5.2 fraudulent or corrupt;
  - 1.5.3 illegal (e.g. theft, drug sale or use, harassment or intimidation or other breaches of the law);
  - 1.5.4 potentially damaging to Webjet, Webjet employees or a third party (e.g. unsafe work practices);
  - 1.5.5 an abuse of authority;
  - 1.5.6 damaging to Webjet's reputation with or without a resulting financial loss;
  - 1.5.7 unethical or in breach of Webjet policies; or
  - 1.5.8 otherwise involves any other kind of serious impropriety.
- 1.6 It does not encompass concerns relating to individual or collective work-related grievances. The difference between a whistleblowing issue and an employment grievance is that in the case of whistleblowing, the concern is about malpractice, danger or illegality that generally has a public interest element to it. A grievance, or a private complaint, by contrast is a dispute about the individuals own employment position and has no additional public interest dimension.

## 5. Raising a whistleblowing concern.

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- 1.7 Webjet hopes that in many cases individuals will be able to raise any concerns with line management. Individuals may raise concerns in person or put the matter in writing, if preferred. This may be a way to resolve concerns quickly and effectively. There are, however, instances where it would not be appropriate to raise a concern with line management. This could be due to line management being involved, otherwise implicated or conflicted with respect to the concern noted.
- 1.8 Where the matter is more serious, or individuals feel that it is not appropriate to contact line management, information can be disclosed to the:
- 1.8.1 Webjet Whistleblowing Officer;
  - 1.8.2 Company Compliance officer, meaning the Head of Legal; or
  - 1.8.3 Head of People and Talent Acquisition; or
  - 1.8.4 Chair of the Webjet Group Limited Board Audit and Risk Committee; or
  - 1.8.5 Chair of the Webjet Group Limited Board; or
  - 1.8.6 Company's anonymous reporting tool which is <https://webjet.whispli.com/SpeakUp>.
- 1.9 Where possible, you should specify that the information is being disclosed under this Policy.

## 6. Whistleblowing Officer.

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- 1.10 Webjet has appointed Emma Evans, as the Whistleblowing Officer to ensure and oversee integrity, independence and effectiveness of Company policies and procedures on whistleblowing. The Whistleblowing Officer has a level of authority and sufficient information to enable them to carry out that responsibility.

## 7. Confidentiality.

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- 1.11 It is hoped that staff will feel able to voice whistleblowing concerns openly under this policy. Webjet will treat all such disclosures and reportable concerns in a confidential and sensitive matter. However, if individuals wish to raise concerns without their identity being disclosed, Webjet will make every effort to keep an individual's identity secret.
- 1.12 Although it generally makes an investigation easier to conduct, there is no requirement for a whistleblower to identify themselves to raise a concern. Anonymous concerns may be raised through Webjet's anonymous reporting tool at: <https://webjet.whispli.com/SpeakUp>.

## 8. Investigation and outcome.

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- 1.13 Once an individual has raised a concern, an initial assessment will be carried out to determine the scope of any investigation. The individual will be informed of the outcome of the assessment. Individuals may be asked to attend meetings to provide further information if necessary.
- 1.14 In some cases, Webjet may appoint an internal or external investigator, including staff with relevant experience of investigations or external specialists with knowledge of the subject matter. The investigator may make recommendations for change to enable Webjet to minimize the risk of future wrongdoing.
- 1.15 Webjet will aim to keep individuals informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent the disclosure of specific details of the investigation or any disciplinary action taken because of disclosures. Individuals must treat any information they receive about the investigation as strictly confidential.

- 1.16 If Webjet concludes that an individual has made false allegations maliciously, the individual may be subject to disciplinary action.

## 9. External disclosures.

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- 1.17 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In many cases individuals should not find it necessary to alert anyone externally.
- 1.18 However, the law recognizes that in some circumstances it may be appropriate for an individual to report concerns to an external body such as a regulator or taxation authority. The identity of appropriate external organisations will vary depending on the location of the member of staff. However, it will very rarely if ever, be appropriate to alert the media.
- 1.19 Webjet strongly encourages individuals to seek advice before reporting the concern to anyone external. Many countries have independent whistleblowing organisations that operate confidential helplines. They also have a list of prescribed regulators for reporting certain types of concern.
- 1.20 Whistleblowing concerns usually relate to the conduct of Webjet's staff, but they may sometimes relate to the actions of a third party, such as a client, contractor, supplier or service provider. In some circumstances the law will protect an individual if they raise the matter with the third party directly, however, Webjet encourages individuals to report such concerns internally first. Webjet therefore recommends that individuals contact one of the key contacts set out below for confidential guidance.

## 10. Protection and support for whistleblowers.

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- 1.21 It is understandable that whistleblowers are sometimes worried about possible repercussions. Webjet aims to encourage openness and will support staff who raise concerns under this policy, even if they turn out to be mistaken.
- 1.22 Webjet will not tolerate the ill treatment, including victimization or bullying, of any Webjet member of staff who has raised disclosures under this policy. If an individual believes that they have suffered any such treatment, they should inform the Whistleblowing Officer immediately. Any such detrimental treatment may result in disciplinary action being taken against perpetrators, up to and including the termination of employment.
- 1.23 Should any member of staff require additional support, they should contact their local Human Resources representative who can discuss the support available.

## 11. Key contacts.

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Prescribed person/body	Contact details
Company Compliance Officer	Melanie Keith, Head of Legal
Whistleblowing Officer	Emma Evans, Head of People and Talent Acquisition
Webjet anonymous reporting tool	<a href="https://webjet.whispli.com/SpeakUp">https://webjet.whispli.com/SpeakUp</a>

## 12. Interaction with the law.

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- 1.24 This Policy reflects Webjet's global position on whistleblowing. If you are based in Australia or New Zealand, you should also familiarise yourself with our Australian and New Zealand Policy which reflects the provisions of the Corporations Act 2001 (Cth) and the Taxation Administration Act 1953 (Cth) in Australia, and the Protected Disclosures (Protection of Whistleblowers) Act 2022 in New Zealand. A copy of our Australian and New Zealand Whistleblower Policy can be found in Annexure A.
- 1.25 Should there be any conflict between the contents of this policy and the laws of your country, the laws of your country will prevail. Where appropriate, Webjet will implement country specific whistleblowing policies, and these will be made available to staff via the intranet and will be shown in Annexure A.

## 13. Annexure A – Australia and New Zealand Whistleblowing Policy.

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# Whistleblower Policy

**Australia and New Zealand**

Version 3.0



# Supporting Documents.

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Document Name	Description
Global Whistleblowing Policy	Webjet Group Limited global whistleblower policy requirements

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# 1. Introduction.

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- 1.1 This whistleblowing policy (Policy) reflects the commitment of Webjet Group Limited and its controlled entities (Webjet) to the highest standards of ethical conduct in all its activities by:
  - 1.1.1 promoting a culture of honesty, ethical behaviour and corporate compliance; and
  - 1.1.2 encouraging the reporting of any instances of suspected misconduct or unethical, illegal, fraudulent or undesirable conduct involving Company staff and / or business partners; and
  - 1.1.3 contributing to a culture of continuous improvement.
- 1.2 Webjet is committed to ensuring that individuals covered by this Policy who report any instances of suspected misconduct or unethical, illegal, fraudulent or undesirable conduct involving Webjet staff and / or business partners are supported and can do so without fear or threat of victimisation or detriment including intimidation, disadvantage or reprisal.
- 1.3 It is expected that staff who become aware of conduct reportable under this Policy will make the appropriate report either under this Policy or under other Webjet policies as appropriate (i.e. staff have the option of reporting under this Policy or via other appropriate mechanisms such as reporting to a direct manager, HR, or senior leadership as considered appropriate).
- 1.4 If the disclosure is of the type to which whistleblower protections apply, individuals are encouraged to make the disclosure to a person specified in this Policy to ensure they receive the special protections available for such disclosures at law.
- 1.5 As Webjet has staff and operations in both Australia and New Zealand, this Policy and the procedures set out in this document reflect and comply with the whistleblower provisions of the Corporations Act 2001 (Cth) (**Corporations Act**) and the Taxation Administration Act 1953 (Cth) (**Tax Act**) in Australia and the Protected Disclosures (Protection of Whistleblowers) Act 2022 (**Protected Disclosures Act**) in New Zealand.
- 1.6 This Policy sets out how individuals can disclose improper conduct safely and securely and explains when a disclosure may qualify for protection under either of the Corporations Act, the Tax Act or the Protected Disclosures Act. This Policy also sets out the steps that Webjet will take to support the discloser and ensure that disclosures are assessed and dealt with appropriately.

# 2. Application of this Policy.

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- 2.1 This Policy applies to:
  - 2.1.1 a discloser who is an Eligible Whistleblower (in Australia) or a Discloser (in New Zealand);
  - 2.1.2 who discloses or reports a matter which is a Disclosable Matter;
  - 2.1.3 directly to an Eligible Recipient in accordance with this Policy.

# 3. Who can disclose under this Policy.

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## Eligible Whistleblowers - Australia

- 3.1 An Eligible Whistleblower is someone who is (or has been) any of the following:
  - 3.1.1 director or officer of Webjet; or
  - 3.1.2 an employee of Webjet; or
  - 3.1.3 a supplier of services or goods to Webjet (paid or unpaid); or
  - 3.1.4 an employee of supplier of services or goods to Webjet (paid or unpaid); or
  - 3.1.5 an associate of Webjet; or
  - 3.1.6 a relative, spouse or dependent of an individual above.

### Disclosers – New Zealand

- 3.2 A Discloser is someone who is (or has been) any of the following:
- 3.2.1 An officer (including a director or secretary) or employee of Webjet; or
  - 3.2.2 homeworker of Webjet within the meaning given in section 5 of the Employment Relations Act 2000 (NZ); or
  - 3.2.3 secondee to Webjet; or
  - 3.2.4 individual concerned with the management of Webjet (including, for example, a person who is or was a member of the board of a New Zealand entity of Webjet); or
  - 3.2.5 volunteer working for Webjet without reward or expectation or reward for that work.

## 4. Disclosable Matters.

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### Australia

- 4.1 A Disclosable Matter means that the Eligible Whistleblower has *reasonable grounds to suspect* that Webjet has engaged in, or there is evidence of:
- 4.1.1 misconduct (including fraud, negligence, default, breach of trust or duty); or
  - 4.1.2 an improper state of affairs or circumstances; or
  - 4.1.3 an offence against, or a contravention of the Corporations Act, ASIC Act, Banking Act 1959, Financial Sector (Collection of Data) Act 2001, Insurance Act 1973, Life Insurance Act 1995, National Consumer Credit Protection Act 2009; Superannuation Industry (Supervision) Act 1993, and any instrument made under these Acts; or
  - 4.1.4 conduct that constitutes an offence against any other Commonwealth law that is punishable by imprisonment for a period of 12 months or more; or
  - 4.1.5 conduct that represents a danger to the Australian public or the stability of, or confidence in, the Australian financial system.
- 4.2 To qualify for the special protection for Eligible Whistleblowers, it does not matter if the disclosure turns out to be incorrect or is not substantiated, provided that the Eligible Whistleblower had reasonable grounds to suspect that a disclosable matter existed at the time they made their disclosure.

### Tax related disclosures

- 4.3 Tax related disclosures will qualify for protection under the Tax Act if:
- 4.3.1 the disclosure is made to the Commissioner of Taxation because the Eligible Whistleblower considers that the information may assist the Commissioner to perform their functions or duties under taxation law in relation to Webjet or an associate of Webjet; or
  - 4.3.2 the Eligible Whistleblower has reasonable grounds to suspect that the information indicates misconduct, or an improper state or affairs or circumstances in relation to the tax affairs of Webjet or an associate of Webjet and the Eligible Whistleblower considers that the information may assist the recipient to perform functions or duties that relate to the tax affairs of Webjet.

### Emergency and public interest disclosures

- 4.4 Disclosures can also be made to a journalist or parliamentarian under certain circumstances and qualify for protection. Webjet encourages individuals to make use of the whistleblowing procedures set out in this Policy such that it is not necessary to make a disclosure to a parliamentarian or a journalist.
- 4.5 However, Webjet acknowledges that in some circumstances, it will be necessary for individuals to make such disclosures and will comply with all legislative requirements in respect of such disclosures.

- 4.6 If you are thinking of making a disclosure to a journalist or parliamentarian, it is important that you understand the criteria for making a public interest disclosure or emergency disclosure. Webjet recommends that you contact an independent legal adviser before making a disclosure to a journalist or parliamentarian.
- 4.7 An **Emergency Disclosure** is the disclosure of information to a journalist or parliamentarian where:
- 4.7.1 the Eligible Whistleblower has previously made a disclosure of that information to ASIC, APRA or another Commonwealth body prescribed by regulation; and
  - 4.7.2 the Eligible Whistleblower has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health and safety of one or more persons or to the natural environment; and
  - 4.7.3 before making the emergency disclosure the Eligible Whistleblower notified (in writing) the body to which it made the previous disclosure that:
    - 4.7.3.1 includes sufficient information to identify the previous disclosure; and
    - 4.7.3.2 states that the Eligible Whistleblower intends to make an emergency disclosure; and
    - 4.7.3.3 the extent of the information disclosed in the emergency disclosure is no greater than necessary to inform the journalist or parliamentarian of the substantial and imminent danger.
- 4.8 A **Public Interest Disclosure** is the disclosure of information to a journalist or parliamentarian where:
- 4.8.1 the Eligible Whistleblower has previously made a disclosure of that information to ASIC, APRA or another Commonwealth body prescribed by regulation; and
  - 4.8.2 at least 90 days have passed since the previous disclosure; and
  - 4.8.3 the Eligible Whistleblower does not have reasonable grounds to believe action is being taken, or has been taken, in relation to the disclosure; and
  - 4.8.4 the Eligible Whistleblower has reasonable grounds to believe that making a further disclosure is in the public interest; and
  - 4.8.5 before making the emergency disclosure the Eligible Whistleblower notified (in writing) the body to which it made the previous disclosure that:
    - 4.8.5.1 includes sufficient information to identify the previous disclosure; and
    - 4.8.5.2 states that the Eligible Whistleblower intends to make a public interest disclosure.
- 4.9 Note: for the purpose of an emergency or public interest disclosure, a 'journalist' is a person who is professionally working for a newspaper, magazine, radio or television broadcasting service, or commercial electronic services (such as via the internet) which are operated similar to a newspaper, magazine, or radio or television broadcast.

### **New Zealand**

- 4.10 A Disclosable Matter means information that the Discloser has *belief on reasonable grounds* that indicates that there is, or has been, an act, omission, or course of conduct in, or by, a Webjet New Zealand entity that there is one or more of the following:
- 4.10.1 an offence; or
  - 4.10.2 a serious risk to public health or public safety; or
  - 4.10.3 a serious risk to the health or safety of any individual; or
  - 4.10.4 a serious risk to the environment; or
  - 4.10.5 a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences or the right to a fair trial; or
  - 4.10.6 the unlawful, a corrupt, or an irregular use of public funds or public resources,
- and the Discloser discloses information in accordance with this Policy and does not do so in bad faith.

- 4.11 To qualify for the special protection for Disclosers, it does not matter if the Discloser is mistaken or there is no wrongdoing. A Disclosure is also entitled to the protections even if they do not refer to the Protected Disclosures Act when making the disclosure, or if they also make the disclosure to another person (provided that they do so on a confidential basis and for the purposes of seeking advice about whether or how to make a protected disclosure in accordance with the Protected Disclosures Act). Examples of Disclosable Matters
- 4.12 Disclosable Matters include conduct that may not involve a contravention of a particular law. Examples of Disclosable Matters include:
- 4.12.1 illegal conduct, such as theft, dealing in, or use of illicit drugs, violence or
  - 4.12.2 threatened violence, and criminal damage against property;
  - 4.12.3 fraud, money laundering or misappropriation of funds;
  - 4.12.4 offering or accepting a bribe;
  - 4.12.5 financial irregularities;
  - 4.12.6 failure to comply with, or breach of, legal or regulatory requirements; and
  - 4.12.7 engaging in or threatening to engage in detrimental conduct against a person who has made a disclosure or is believed or suspected to have made, or be planning to make, a disclosure.

**Personal Work-Related Grievances are not Disclosable Matters**

- 4.13 A disclosure that relates solely to a personal work-related grievance will generally not be considered a Disclosable Matter under this Policy.
- 4.14 Examples of personal work-related grievances include:
- 4.14.1 an interpersonal conflict between the discloser and another employee;
  - 4.14.2 a decision relating to the engagement, transfer or promotion of the discloser;
  - 4.14.3 a decision relating to the terms and conditions of engagement of the discloser; and
  - 4.14.4 a decision to suspend or terminate the engagement of the discloser or otherwise discipline the discloser.
- 4.15 Notwithstanding the above, a personal work-related grievance will still qualify for protection if:
- 4.15.1 it includes information about misconduct, or information about misconduct includes or is accompanied by a personal work-related grievance (mixed report);
  - 4.15.2 Webjet engaged in conduct that represents a danger to the public or the disclosure relates to information that suggests misconduct beyond the discloser's personal circumstances;
  - 4.15.3 the discloser suffers from or is threatened with detriment for making a disclosure; or
  - 4.15.4 the discloser seeks legal advice or legal representation about the operation of the whistleblower protections under the Corporations Act, Tax Act or Protected Disclosures Act.

## 5. To whom should a disclosure be made.

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- 5.1 To qualify for the protections described in section 8 of this Policy, and those under the Corporations Act, Tax Act or the Protected Disclosures Act (as applicable), a disclosure should be made to an **Eligible Recipient**.
- 5.2 An Eligible Recipient is:
- 5.2.1 an officer (such as a director) or senior manager of Webjet;
  - 5.2.2 an auditor or a member of an audit team conducting an audit of Webjet;
  - 5.2.3 an actuary of Webjet; or
  - 5.2.4 any other person authorised by Webjet to receive eligible disclosures (see section 6).
- 5.3 For matters which relate only to tax affairs of Webjet, an eligible recipient is, in addition to the above:
- 5.3.1 any registered tax agent or BAS agent who provides tax agent or BAS services to Webjet; or
  - 5.3.2 Webjet employee who has functions or duties that relate to the tax affairs of Webjet.
- 5.4 An Eligible Whistleblower or Discloser can also access the special protections where the disclosure is made to a legal practitioner to obtain legal advice or representation in relation to the operation of the special protections and /or whistleblowing regimes under the Corporations Act, Tax Act or Protected Disclosure Act.

### Disclosures to regulatory bodies

- 5.5 Disclosures to certain external regulatory bodies may also qualify for protection:
- 5.5.1 in Australia, this includes APRA, ASIC, the ATO or a proscribed Commonwealth authority.
  - 5.5.2 in New Zealand, this includes the Commerce Commission, Human Rights Commission, Financial Markets Authority, Ministry of Business, Innovation and Employment and other authorities listed in Schedule 2 to the Protected Disclosures Act.

## 6. How to make a disclosure under this Policy.

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### Disclosures within Webjet

- 6.1 The Policy establishes various channels under which you can report suspected or actual wrongdoing. Disclosures can be made to:
- 6.1.1 Webjet Whistleblowing Officer;
  - 6.1.2 Webjet Compliance officer, meaning Head of Legal; or
  - 6.1.3 the Head of People and Talent Acquisition; or
  - 6.1.4 the Chair of the Webjet Group Limited, Board Audit and Risk Committee; or
  - 6.1.5 the Chair of the Webjet Group Limited Board; or
  - 6.1.6 an officer or senior manager of Webjet or a related body corporate of Webjet; or
  - 6.1.7 an auditor, or a member of an audit team conducting an audit, of Webjet; or
  - 6.1.8 via Webjet Anonymous reporting tool – <https://webjet.whispli.com/SpeakUp>.
- 6.2 All information relating to instances of reportable conduct should be submitted to a person listed above verbally or in writing (via email or post). You should specify that the disclosure is being made under this Policy.
- 6.3 A report may be made anonymously if you do not wish to disclose your identity via the anonymous reporting tool: <https://webjet.whispli.com/SpeakUp>.

## Disclosures to regulatory bodies and other external parties

6.4 Disclosures can be made to the following regulators:

Regulator/Agency	How to contact
<b>Australia</b>	
Office of the Whistleblower (ASIC)	<a href="#">Make a report of misconduct to ASIC   ASIC</a>
Australian Prudential Regulation Authority (APRA)	<a href="#">Become a 'whistleblower' or make a public interest disclosure   APRA</a>
Australian Federal Police (AFP)	The AFP's non-urgent crime line: 131 444
Commissioner of Taxation	<p>Through the tax evasion tip-off form: <a href="#">Tip off form   Australian Taxation Office</a></p> <p>By telephone on the confidential hotline to report tax avoidance schemes: 1800 060 062</p> <p>By mail by marking your letter 'in confidence' and sending to:</p> <p>Australian Taxation Office Tax Integrity Centre PO Box 188 Albury NSW 2640</p>
<b>New Zealand</b>	
Commerce Commission	<a href="#">Commerce Commission - Report a concern</a>
Human Rights Commission	<a href="#">Making a complaint</a>
Financial Markets Authority	<a href="#">Contact   Financial Markets Authority</a>
Ministry of Business, Innovation and Employment	<a href="#">Contact us   Ministry of Business, Innovation &amp; Employment</a>



### Anonymous Disclosures

- 6.5 Disclosures can be made anonymously and still be protected under the statutory whistleblower protections. You can choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised. You can refuse to answer questions that you feel you could reveal your identity at any time, including during follow-up conversations. A discloser who wishes to remain anonymous should maintain ongoing two-way communication with Webjet so that Webjet can ask follow-up questions or provide feedback.
- 6.6 Webjet has the following measures and mechanisms for protecting your anonymity:
- 6.6.1 as noted above, you can make a report anonymously by using Webjet’s anonymous whistleblower reporting tool, Whispli: <https://webjet.whispli.com/SpeakUp>. All communications with you will be through the anonymous reporting tool; and
  - 6.6.2 you may adopt a pseudonym for the purposes of your disclosure. This may be appropriate in circumstances where your identity is known to your manager, Webjet Whistleblower Officer or equivalent but you prefer not to disclose your identity to others.

## 7. Investigating and handling a disclosure.

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### Handling a disclosure

- 7.1 Where a disclosure is made internally to an Eligible Recipient, or via Webjet anonymous reporting tool, Webjet will need to first assess the disclosure to determine whether it qualifies for protection and whether a formal, in-depth investigation is required.
- 7.2 All allegations of Disclosable Matters will be referred to the Whistleblowing Officer (subject to the confidentiality provisions set out in section 8 below).
- 7.3 The Whistleblowing Officer will analyse the information received and will:
- 7.3.1 decide whether the disclosure and information disclosed falls within the scope of this Policy; and
  - 7.3.2 decide whether to conduct a formal and in-depth investigation of the disclosed matter or not; or
  - 7.3.3 refer the disclosure to another person or body if that disclosure could be investigated or dealt with more appropriately by that other person or body provided.

### Investigating a disclosure

- 7.4 If the Whistleblowing Officer determines that they will need to investigate a disclosure, the Whistleblowing Officer will need to determine:
- 7.4.1 the nature and scope of the investigation;
  - 7.4.2 the person(s) within and/or outside Webjet that should lead the investigation;
  - 7.4.3 the nature of any technical, financial or legal advice that may be required to support the investigation; and
  - 7.4.4 the timeframe for the investigation.
- 7.5 The Whistleblowing Officer will investigate the disclosure by:
- 7.5.1 considering the information disclosed;
  - 7.5.2 appointing an appropriate investigator, including an external investigator where required, to conduct an objective investigation as is reasonable and appropriate having regard to the nature and circumstances of the reportable conduct;
  - 7.5.3 collecting material required to consider the allegations disclosed to enable the investigator to complete the investigation.
- 7.6 Without your consent, Webjet cannot disclose information that is likely to lead to your identification as part of the investigation process — unless:

- 7.6.1 the information does not include your identity;
- 7.6.2 Webjet removes information relating to your identity or other information that is likely to lead to your identity (e.g. your name, position title and other identifying details); and
- 7.6.3 it is reasonably necessary for investigating the issues raised in the disclosure.
- 7.7 Webjet's ability to investigate your disclosure will be limited if Webjet is unable to contact you (for example, if your disclosure is made anonymously and you have not provided a means of contacting you).
- 7.8 In practice, Webjet may investigate a disclosure by asking you for consent to a limited disclosure (e.g. disclosure to Webjet Whistleblower Officer).

#### **Keeping you informed**

- 7.9 You will be provided with regular updates, if you can be contacted (including through anonymous channels). The frequency and timeframe of updates may vary depending on the nature of the disclosure. Webjet may also be restricted in the level of information that can be provided to you when providing updates (for example, due to privacy concerns and being conscious of not prejudicing any external investigations or other matters arising from a disclosure being made). How investigation findings will be documented, reported internally and communicated to the discloser
- 7.10 Subject to the confidentiality provisions described in this Policy, reporting relating your disclosures may be provided to the Board and the Board Audit and Risk Committee, as appropriate. The process for documenting and reporting the findings of an investigation will depend on the nature of the disclosure, but it may include a summary report of the findings. Any reporting of findings will have regard to applicable confidentiality requirements.
- 7.11 At the end of the investigation, you will receive a final report outlining the findings of the investigation.

#### **Ensuring fair treatment of individuals mentioned in a disclosure**

- 7.12 Webjet will take reasonable steps to ensure that any employee mentioned in a disclosure is afforded fair treatment, including employees the subject of a disclosure. Webjet will adopt the following measures and mechanisms for ensuring fair treatment of employees mentioned in a disclosure (where applicable):
  - 7.12.1 disclosures will be handled confidentially, when it is practical and appropriate in the circumstances;
  - 7.12.2 each disclosure will be assessed and may be the subject of an investigation;
  - 7.12.3 when an investigation needs to be undertaken, the process will be objective, fair and independent;
  - 7.12.4 an employee who is the subject of a disclosure will be advised about the subject matter of the disclosure as and when required by principles of natural justice and procedural fairness and prior to any actions being taken—for example, if the disclosure will be the subject of an investigation.
- 7.13 Employees who are the subject of an investigation may contact Webjet's Employee Assistance Program (EAP) for assistance and support.

## **8. Legal protections for disclosers.**

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- 8.1 Eligible Whistleblowers and/or Disclosers are afforded a range of legal protections. These are summarised below. The protections apply not only to internal disclosures, but to disclosures to legal practitioners, regulatory and other external bodies, and public interest and emergency disclosures that are made in accordance with the Corporations Act and/or Tax Act.

#### **Confidentiality**

- 8.2 Webjet is under a legal obligation to protect the confidentiality of Eligible Whistleblowers and/or Disclosers. Your identity will remain confidential unless it is revealed to:
  - 8.2.1 a proscribed regulator or agency;
  - 8.2.2 a legal practitioner for the purposes of obtaining legal advice or representation; or

- 8.2.3 with your consent.
- 8.3 Webjet can only disclose the information contained in a disclosure without your consent if:
  - 8.3.1 the information does not include your identity;
  - 8.3.2 Webjet has taken all reasonable steps to reduce the risk that you will be identified from the information; and
  - 8.3.3 it is reasonably necessary for investigating the issues raised in the disclosure.
- 8.4 It is illegal for a person to identify an Eligible Whistleblower and/or Discloser or disclose information that is likely to lead to the identification of an Eligible Whistleblower and/or Discloser, outside the exceptions set out above.
- 8.5 The protection of Eligible Whistleblowers and/or Disclosers, including keeping the identity of the individual confidential, is fundamental to achieving the objectives of this Policy. All concerns raised will be treated with the strictest confidence and every effort will be made, subject to any legal constraints or exceptions, to not to reveal your identity without your consent.
- 8.6 To minimise the risk of a breach of confidentiality, where appropriate Webjet will adopt the following measures:
  - 8.6.1 all personal information or reference to you witnessing an event will be redacted;
  - 8.6.2 you will be referred to in a gender-neutral context;
  - 8.6.3 where possible, you will be contacted to help identify certain aspects of your disclosure that could inadvertently identify you; and
  - 8.6.4 disclosures will be handled and investigated by qualified staff.
- 8.7 Under no circumstances does this Policy allow for or condone the disclosure of your identity other than as set out above. However, for the purposes of an investigation, information that is likely to or may lead to your identification may be disclosed if it is reasonably necessary for the purpose of investigation concerning the subject matter of an 'eligible disclosure'. Webjet will take all reasonable steps are taken to reduce the risk you will be identified as a result of that disclosure of information.
- 8.8 Any release of information in breach of this Policy will be regarded as a serious matter and may result in disciplinary action. There also may be serious consequences under the Corporations Act, Tax Act and Protected Disclosures Act.
- 8.9 If you believe your identity has not been kept confidential then you should contact the Whistleblower Protection Officer who will review the allegation. You may also lodge a complaint with a regulator, such as ASIC or the ATO, for investigation.
- Protection from victimisation and detrimental action**
- 8.10 Eligible Whistleblowers and/or Disclosers are protected from victimisation and suffering any detriment by reason of their disclosure. It is unlawful for a person to engage in conduct that causes detriment to an Eligible Whistleblower/Discloser (or another person) in relation to a disclosure if:
  - 8.10.1 the person believes or suspects that the Eligible Whistleblower/Discloser (or another person) made, may have made, proposes to make or could make a disclosure that qualifies for protection; and
  - 8.10.2 the belief or suspicion is the reason, or part of the reason, for the conduct.
- 8.11 Threats of detriment are also unlawful if the person making the threat intended to cause fear that a detriment would be carried out or was reckless as to whether the person against who it was directed would fear the threatened detriment being carried out. The threatened person does not actually have to fear that the threat will be carried out. Such a threat could be express or implied, conditional or unconditional.
- 8.12 Examples of detriment include:
  - 8.12.1 dismissal of an employee;
  - 8.12.2 injury of an employee in his or her employment;

- 8.12.3 alteration of an employee's position or duties to his or her disadvantage;
- 8.12.4 discrimination between an employee and other employees of the same employer;
- 8.12.5 harassment or intimidation of a person;
- 8.12.6 harm or injury to a person, including psychological harm;
- 8.12.7 damage to a person's property;
- 8.12.8 damage to a person's reputation;
- 8.12.9 damage to a person's business or financial position; or
- 8.12.10 any other damage to a person.
- 8.13 Conduct that is not detrimental action includes:
  - 8.13.1 administrative action that is reasonable for the purpose of protecting a discloser from detriment (e.g. moving a discloser who has made a disclosure about their immediate work area to another office to prevent them from detriment); and
  - 8.13.2 managing a discloser's unsatisfactory work performance, if the action is in line with Webjet's performance management framework.
- 8.14 Webjet will not tolerate the ill treatment, including victimisation or bullying, of any staff member (either employee or contractor) mentioned in, or related to, a disclosure of the kind protected under this Policy. Any such ill treatment may result in disciplinary action being taken, up to and including termination of employment or engagement.
- 8.15 Any staff member (either employee or contractor) subjected to detrimental treatment (or a threat to cause any detriment) as a result of making a protected disclosure should inform Webjet immediately.
- 8.16 Webjet will thoroughly investigate reports of any victimization or detrimental conduct related in any way to a protected disclosure being made.
- 8.17 Webjet will take appropriate measures to support the wellbeing and protect a discloser from detrimental acts or omissions. This support may be in the form of:
  - 8.17.1 the Employee Assistance Program (EAP) as provided in the relevant jurisdiction;
  - 8.17.2 consideration as to whether the discloser can or should be allocated alternative duties; and
  - 8.17.3 consideration whether the discloser can or should be permitted paid time off work.
- 8.18 You may seek independent legal advice or contact the designated regulatory bodies in Australia and New Zealand if you believe you have suffered detriment.

### **Protection from legal action**

- 8.19 Eligible Whistleblowers and/or Disclosers are protected from legal action as follows:
  - 8.19.1 they are protected from any civil, criminal or administrative liability (including disciplinary action) for making the disclosure; and
  - 8.19.2 no contractual or other remedy may be enforced, and no contractual or other right may be exercised, against the discloser on that basis; and
  - 8.19.3 the information they have disclosed is not admissible in evidence against the person in criminal proceedings or in proceedings for the imposition of a penalty, other than proceedings in respect of the falsity of the information.
- 8.20 Please note that these protections do not grant immunity from any misconduct a discloser has engaged in that is revealed in their disclosure.

### **Compensation**

- 8.21 Eligible Whistleblowers and/or Disclosers (or any other employee or person) can seek compensation and other remedies through the courts if:
  - 8.21.1 they suffer loss, damage or injury because of a disclosure; and

8.21.2 Webjet failed to take reasonable precautions and exercise due diligence to prevent the detrimental conduct.

8.22 You may also consider obtaining independent legal advice.

#### **Additional Protections for Disclosers in New Zealand**

8.23 Further to the protections set out in this section, Disclosers are entitled to the following protections under the Protected Disclosers Act.

8.24 Depending on the circumstances, the Discloser may have to be consulted about the release of any identifying information about the Discloser including:

8.24.1 If there are reasonable grounds to believe the release of identifying information about the Discloser is essential for the effective investigation of the disclosure or to comply with the principles of natural justice, then the Eligible Recipient must consult with the Discloser about the release and inform them once the identifying information is released.

8.24.2 If there are reasonable grounds to believe the release of identifying information about the Discloser is essential to prevent a serious risk to public health, public safety, the health or safety of any individual, or the environment, or to an investigation by a law enforcement or regulatory agency for the purpose of law enforcement, then the Eligible Recipient must, if practicable, consult the Discloser about the release and inform them once the identifying information is released.

8.25 If the Discloser is an employee:

8.25.1 an employer must not refuse (or threaten to refuse) to offer or afford to the employee the same employment terms, conditions of work, fringe benefits, or opportunities for training, transfer or promotion which are made to other employees of the same or substantially similar qualifications, experience, skills or circumstances;

8.25.2 an employer must not (or threaten to) subject the employee to any detriment or disadvantage in circumstances where other employees in work of that description who are employed by the same employer are not (or would not be) subjected to that detriment or disadvantage; and

8.25.3 an employer must not (and must not threaten to) retire the employee or require or cause them to retire or resign,

because the employee has made (or intends to make) a protected disclosure.

8.26 The Discloser must not be treated (or threatened to be treated) less favourably than others would be treated in the same or substantially similar circumstances because the Discloser has made (or intends to make) a protected disclosure, has encouraged another to make a protected disclosure, or has given information in support of or relating to the protected disclosure.

## **9. Policy availability.**

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9.1 This Policy is available on the [Webjet Group Investor website](#) and provided to all new staff members during their induction. 'Staff members' includes both employees and contractors. This Policy is also available to all officers and employees of Webjet through the Webjet Intranet or can be accessed by requesting a copy from HR/senior managers.

## **10. Training.**

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10.1 Webjet will provide training for employees and officers about this policy, and for individuals who may receive a disclosure under this policy.

## 11. Interaction with local laws.

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- 11.1 This Policy and the procedures set out in this document reflect and comply with the whistleblower provisions of the Corporations Act and the Tax Act of Australia and the Protected Disclosures Act of New Zealand.
- 11.2 If you are an employee of a legal entity that is based outside of Australia or New Zealand, your organisation may also be subject to whistleblower and/or protected disclosure laws that are specific to your country.
- 11.3 For completeness, should there be any conflict between the contents of this policy and the laws of your country, the laws of your country will prevail. You should make sure you are familiar with any such country specific laws and talk to your manager should you have any questions.

