



# Whistleblower Protection Policy

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| Owner          | People & Culture |
| Approved By    | OES Board        |
| Effective Date | March 2026       |

## 1. Purpose and Scope

This policy outlines how Whistleblowing works at OES, the process for raising concerns about Wrongdoing and the protections afforded to people who make a disclosure. It supports OES's commitment to upholding the highest standards of integrity and ethical conduct by encouraging a safe speak-up culture.

This policy applies to all OES Employees, including contractors, remote workers and sessional staff globally, and extends to any situation where an Employee is representing or is perceived to be representing OES.

## 2. Policy Principles

OES is committed to encouraging and protecting individuals who report potential Wrongdoing in good faith. In doing so, OES:

- Supports a transparent and ethical environment that aligns with the Code of Conduct.
- Ensures all disclosures of Wrongdoing are handled fairly, objectively, and confidentially.
- Commits to taking all reasonable steps to protect an Eligible Whistleblower from Detrimental Conduct.
- Requires all Employees to uphold the confidentiality of a reporter's identity to the fullest extent permitted by law.
- Ensures individuals who make a disclosure with Reasonable Grounds for suspicion receive protection, even if the information turns out to be incorrect.



### 3. Key Definitions

- **Compliance Officer:** The person appointed by OES to oversee compliance with this policy. The Compliance Officer manages reports made under this policy and may appoint others to support an investigation.
- **Detrimental Conduct:** Any unfavourable treatment or threat of unfavourable treatment taken against a person because they made or are suspected of making a Protected Disclosure. Examples include dismissal, demotion, harassment, or damage to reputation.
- **Eligible Recipient:** A person authorised by OES to receive a Protected Disclosure, as listed in this policy, or a regulatory body (such as ASIC).
- **Eligible Whistleblower (or Discloser):** A person who is or has been an OES officer, Employee, contractor, supplier, or a relative/dependent of such a person.
- **Employee:** Any person directly employed by OES under a full-time, fixed-term, part-time, casual, sessional, internship or trainee contract.
- **Personal Work-Related Grievance:** A concern or complaint about a current or former employment matter that affects the Employee personally. This can include disagreements with a colleague, discussions about performance or workload, or issues about pay or terms of employment.
- **Protected Disclosure:** A report of Wrongdoing made by an Eligible Whistleblower to an Eligible Recipient with Reasonable Grounds for suspicion, which attracts legal protections under the relevant jurisdiction's laws (e.g., Australia's Corporations Act).
- **Reasonable Grounds:** Having a factual basis for suspecting Wrongdoing. The discloser is not required to prove the allegation.
- **Whistleblowing:** Reporting information in good faith about suspected Wrongdoing. This may include concerns about unlawful behaviour, misconduct, serious risks to safety or any other matter covered under this policy.
- **Wrongdoing (or Disclosable Matter):** Any misconduct or improper state of affairs or circumstances in relation to OES. This typically excludes Personal Work-Related Grievances unless the grievance indicates a breach of certain laws, danger to the public, or a systemic issue.



## 4. Policy Content

### 4.1. Reporting Wrongdoing

- 4.1.1. Eligible Whistleblowers must report concerns of Wrongdoing that relate to OES and its related entities.
- 4.1.2. Wrongdoing includes, but is not limited to:
- Breaches of laws or regulations, including criminal activity such as theft, fraud, money laundering, or illegal use of illicit drugs.
  - Offering or accepting a bribe, or other acts of corruption or dishonesty.
  - Conduct likely to damage OES's financial position or reputation.
  - Serious breach of OES's Code of Conduct or policies.
  - Conduct endangering health and safety, or causing damage to the environment.
  - Misconduct that indicates a significant risk to public safety or the financial system.
  - Deliberate concealment of any of the above.
- 4.1.3. Disclosures must be made with Reasonable Grounds for suspicion.

### 4.2. Making a Disclosure

- 4.2.1. Eligible Whistleblowers may make a disclosure via the independent external Whistleblowing service, Your Call, or directly to the Compliance Officer.
- Your Call Online Reporting: [www.yourcall.com.au/oes](http://www.yourcall.com.au/oes)
  - Your Call by Phone:
    - **Australia:** 1300 790 228 (9am to midnight AEST on business days)
    - **UK:** 0-800-046-5662
    - **South Africa:** 0800 014 685
    - **USA:** 1 (800) 897-2761
  - OES Compliance Officer: [complianceofficer@oes.edu.au](mailto:complianceofficer@oes.edu.au)
  - Contact details for the Compliance Officer will be published on the OES intranet and updated as required.
- 4.2.2. An Eligible Whistleblower is not obliged to disclose their identity and may choose to remain anonymous during the reporting and investigation process.



- 4.2.3. A disclosure should provide as much relevant information as possible, including a description of the Wrongdoing, people involved, dates, locations, and any supporting evidence.
- 4.2.4. Personal Work-Related Grievances should be raised with People and Culture using the grievance process described in the Grievance Resolution Procedure. These matters affect the Employee directly and do not usually fall under this policy.
- 4.2.5. If a Personal Work-Related Grievance appears to involve a broader risk to OES, unlawful behaviour or a systemic cover up it can be reported through the Whistleblower channel.

### **4.3. Protection of Identity and Confidentiality**

- 4.3.1. OES must not disclose the identity of an Eligible Whistleblower or any information that is likely to lead to their identification, unless consent is given or the law permits it.
- 4.3.2. Confidentiality may be maintained through measures such as redacting identifying information, using gender-neutral language, and limiting access to documentation to those directly involved in the investigation.
- 4.3.3. Disclosure of information likely to identify the person is permitted without consent only when it is reasonably necessary for an investigation, and all reasonable steps are taken to prevent the reporter's discovery (the "investigation defence").
- 4.3.4. Unauthorised release of information in breach of this policy is considered a serious matter and may result in disciplinary action, including dismissal or termination of engagement.

### **4.4. Protection from Detriment**

- 4.4.1. OES must not engage in or tolerate any Detrimental Conduct against a person who has made, or is suspected of having made, a Protected Disclosure.
- 4.4.2. Any person involved in Detrimental Conduct may be subject to disciplinary action, including termination of employment or engagement.
- 4.4.3. OES will assess the risk of detriment as soon as possible after receiving a disclosure and may implement protections such as relocating the Employee, arranging flexible working, or offering a leave of absence.
- 4.4.4. If an Eligible Whistleblower believes they have suffered detriment, they must report this via the channel listed below in Section 5.



#### **4.5. False or Misleading Reports**

- 4.5.1. An Eligible Whistleblower must not make a disclosure that they know to be false or misleading.
- 4.5.2. Making a knowingly false or misleading report may result in disciplinary action, including potential termination of employment.
- 4.5.3. If a report is made with Reasonable Grounds for suspicion, but the information turns out to be incorrect, the Eligible Whistleblower will face no penalty.

#### **4.6. Responsibilities**

- 4.6.1. Employees at OES are required to:
  - Report any suspected Wrongdoing using the correct channels.
  - Protect the confidentiality of a discloser's identity.
  - Avoid engaging in any form of Detrimental Conduct against an Eligible Whistleblower.
  - Cooperate fully with any internal or external investigation.
- 4.6.2. Leaders at OES are required to:
  - Encourage an open culture where individuals feel safe to speak up.
  - Act quickly to prevent or address inappropriate behaviour.
  - Ensure all team members are aware of this policy and related training.
  - Take reasonable steps to prevent and address Detrimental Conduct.
- 4.6.3. OES is required to
  - Provide safe and confidential channels for reporting wrongdoing.
  - Ensure disclosures are reviewed and investigated in a fair and timely way.
  - Protect Eligible Whistleblowers from victimisation or disadvantage.
  - Monitor compliance with this policy and review its effectiveness at regular intervals.

### **5. Raising Concerns, Disputes and Support**

- 5.1.** Employees are encouraged to raise questions, concerns or disputes as soon as they arise with their leader or People Partner. This includes matters that involve clients, visitors, volunteers or members of the public.



- 5.2. Concerns and reports of Wrongdoing will be reviewed and managed initially by the Compliance Officer.
- 5.3. If an Eligible Whistleblower is unsure who the Compliance Officer is, or is concerned that the Compliance Officer or any other internal recipient may be involved in the matter, they should lodge the disclosure directly via YourCall. YourCall will ensure the disclosure is routed to an appropriate senior leader (usually the CEO) who is not involved in the matter.
- 5.4. P&C may support the management of a Whistleblower concern where it has an impact on OES Employees or the OES workplace.
- 5.5. Personal Work-Related Grievances are not covered by this policy and must be raised in accordance with the Grievance Resolution Procedure.
- 5.6. Confidential support is available through the Employee Assistance Program (EAP) for current or former Employees and their immediate family.
- 5.7. If an Eligible Whistleblower believes their disclosure has not been handled appropriately, or they are not satisfied with the outcome, they may escalate their concern to the Chair of the Audit and Risk Committee, Mark Hall [mHall@oes.edu.au](mailto:mHall@oes.edu.au).

## 6. Related Policies, Guidelines & Processes

- Anti Bribery and Corruption Policy
- Code of Conduct Policy
- Equal Employment Opportunity, Bullying, Harassment and Victimisation Policy
- External Gifts and Entertainment Guidelines
- Grievance Resolution Policy
- Workplace Health and Safety Policy

## 7. Relevant Legislation & Resources

- **Australia:** Corporations Act 2001 (Cth), Criminal Code Act 1995 (Cth), Fair Work Act 2009 (Cth), Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019 (Cth)
- **United Kingdom:** Public Interest Disclosure Act 1998, UK Bribery Act 2010, Employment Rights Act 1996
- **South Africa:** Protected Disclosures Act 26 of 2000 (as amended), Prevention and Combating of Corrupt Activities Act 2004, Occupational Health and Safety Act



- **United States:** Sarbanes–Oxley Act 2002, Dodd–Frank Wall Street Reform and Consumer Protection Act 2010, Whistleblower Protection Act 1989, along with applicable state Whistleblower protection laws

## 8. Local Addendums

OES has reviewed applicable legislation across all operating regions. The policy terms meet or exceed local legal requirements in Australia, the United Kingdom, South Africa and the United States. The Australian framework has been adopted as the global baseline as it provides the highest level of protection and aligns with international best practice.



## 9. Document History

| Version | Date      | Author                               | Summary of Changes                   |
|---------|-----------|--------------------------------------|--------------------------------------|
| 0.1     | 20/3/2026 | Bree Engert, Head of People & Talent | Policy reviewed for global coverage. |