



Whistleblower Policy

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1. INTRODUCTION

The Ansett Aviation Training group of companies (**AAT**) is committed to acting legally, ethically and with integrity.

Staying true to our values is a key part of the way we work. All people involved with AAT, whether in an employment or supply relationship, should feel comfortable reporting any wrongdoing.

Under this policy, AAT is committed to:

- handling all reports confidentially and securely;
- taking reasonable actions to safeguard the wellbeing of whistleblowers raising concerns regarding reportable conduct; and
- providing timely feedback to whistleblowers on the outcomes of their reports, where appropriate.

This policy sets out the process at AAT for reporting potential wrongdoing internally and the protections that can apply if you choose to use this process, under this policy and/or under Australian law.

This policy applies to all AAT locations and has been prepared to comply with applicable whistleblowing laws in Australia. If you are located outside Australia, and you are an eligible whistleblower as defined in section 1 of this policy, and you make a disclosure in accordance with this policy, your disclosure will be protected under Whistleblower Laws. Even if your disclosure is not protected under Whistleblower Laws, AAT will, as far as practicable, take reasonable actions to protect you in accordance with this policy.

If you are located outside Australia, this policy must be considered in conjunction with relevant local laws applicable in your location. If this policy and local laws are inconsistent, local law obligations will prevail over this policy. You are encouraged to seek independent legal advice if you are unsure about your rights and obligations under local laws.

If you are located in Dubai, this policy must also be read in conjunction with Appendix 2.

This policy is accessible internally via Teams in *Ansett – QMS-CMS – Ansett Global – Ansett Aviation Training Whistleblower Policy* and externally on AAT's corporate website.

2. PURPOSE

The purpose of this policy is to encourage the reporting of any wrongdoing and ensure that any individual making a report of suspected misconduct can do so without fear of reprisal or victimisation and with confidence that they will be protected and supported at AAT.

3. SCOPE

This policy applies to **eligible whistleblowers** who make a disclosure of information relating to **Reportable Conduct** to an **eligible recipient**. These key concepts are explained below.

An **eligible whistleblower** – a person who can make a disclosure that qualifies for protection in accordance with this policy – is any individual who is, or has been:

- an AAT employee;
- an officer of AAT, including directors and secretaries of Aviation Training Holdings Pty Ltd and its subsidiaries;
- a supplier of goods or services to AAT (whether paid or unpaid) (for example, a consultant, contractor, sub-contractor, supplier, service provider or business partner of AAT) or such individual's employee;
- an associate of AAT; or
- a casual staff member or volunteer.

This policy also applies to all relatives, dependents and spouses of the individuals listed above, who are also eligible whistleblowers.

In addition to the protections provided by AAT under this policy, certain Australian Laws, namely the Corporations Act 2001 (Cth) (**Corporations Act**) and the Taxation Administration Act 1953 (Cth) (**Taxation Administration Act**) (the **Whistleblower Laws**), provide specific legal protections to eligible whistleblowers who make disclosures to an eligible recipient, certain regulatory bodies, journalists or members of parliament, in certain circumstances (described in this policy, below). See Appendix 1 for detail about the protections under the Corporations Act and <https://www.ato.gov.au/general/gen/whistleblowers/> for detail about the protections under the Taxation Administration Act.

4. WHAT IS REPORTABLE CONDUCT?

Disclosures which qualify for protection under the Corporations Act involve information that you have reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances in relation to AAT or a related body corporate of AAT (**Reportable Conduct**). Reportable Conduct includes where you have reasonable grounds to suspect that a person connected to AAT has engaged in conduct that is:

- illegal, or in breach of regulations;
- fraudulent or corrupt (as defined in AAT's Fraud, Corruption and Bribery (Prevention and Awareness) Policy);
- acting dishonestly or wilfully breaching AAT's Human Resources Manual, or any other AAT Policy;
- seriously harmful or has the potential to be seriously harmful, including deliberate unsafe work practices or disregard for standard operating procedures;
- a serious mismanagement of AAT's resources;
- theft, or misappropriation;
- an abuse of authority; and/or
- a danger to the public or the financial system.

Under the Taxation Administration Act, Reportable Conduct is conduct that you have reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of AAT or an associate of AAT.

Disclosures that are not about Reportable Conduct do not qualify for protection under the Whistleblower Laws. However, the Reportable Conduct need not involve contravention of a particular law. For example, conduct that indicates a significant risk to public safety may be Reportable Conduct even though it does not involve a breach of a particular law.

If you are unsure whether the matter is Reportable Conduct, we recommend that you follow the processes in this policy to report the matter, to ensure that you have the whistleblower protections available under the Whistleblower Laws if the matter is in fact Reportable Conduct.

AAT will treat all disclosures made under this policy in the same way regardless of whether investigations show that the matter does not in fact constitute Reportable Conduct or the concerns are not substantiated. Note also that whistleblower protections may still apply even though a disclosure turns out to be incorrect provided the reasons for your suspicion are objectively reasonable.

However, you must not knowingly make false reports. It is important to be aware that reports which are found to be knowingly false, or of a trivial and vexatious nature, could result in disciplinary action.

5. EXCLUSION OF PERSONAL WORK RELATED GRIEVANCES

Disclosures of personal work-related grievances are generally excluded from the scope of this policy and do not qualify for protection under the Whistleblower Laws. These are grievances which relate to a current or former employee's employment or engagement that have implications for only that person and do not have broader implications for AAT or relate to any Reportable Conduct. For example:

- an interpersonal conflict between you and a colleague;
- a decision relating to a promotion application; or
- a decision to suspend or terminate your employment.

Please refer to AAT's Human Resources Manual for further information about how to raise a personal work-related grievance.

A personal work-related grievance may still qualify for protection under this policy and the Whistleblower Laws if:

- it includes information about Reportable Conduct in addition to a personal work-related grievance (mixed report);
- you suffer from or are threatened with detriment for making a disclosure; or
- the disclosure suggests misconduct that has significant implications for AAT beyond your personal circumstances.

6. REPORTING

6.1 Who can you make a report to?

AAT has several channels for making a report if you become aware of any issue or behaviour which you consider to be Reportable Conduct:

Channel	Contact details
Lisa Jacobs - General Counsel	ljacobs@ansettaviationtraining.com or face to face meeting
Other Executive Team members	Email or face to face meeting
Country Managers	Email or face to face meeting
AAT Chairman	Email, phone call or face to face meeting
Whistleblower Hotline	1300 790 228 http://www.yourcall.com.au/ansettaviationtraining

Each of the recipients identified above are **eligible recipients**. To qualify for legal protections under the Corporations Act (or the Taxation Administration Act, where relevant), you must make your disclosure directly to an **eligible recipient** or through one of the alternative reporting channels identified below. AAT encourages you to make a disclosure to one of these preferred channels in the first instance. If you make a disclosure of confidential information to another **eligible recipient**, you will not be deemed to have breached any confidentiality requirements in relation to AAT.

AAT's Whistleblower Hotline is a service managed by a third party who will receive, assess and refer disclosures to the General Counsel and AAT Board. Disclosures to the Whistleblower Hotline may be made on an anonymous or identified basis.

6.2 Can I make a report to anyone else?

Disclosures made directly to the following people will also enable you to qualify for whistleblower protection under the Corporations Act (or the Taxation Administration Act, as applicable):

- other **eligible recipients** for AAT, being:
- an officer (including a director or company secretary) or senior manager (for example CEO, CFO or GC) of AAT or a related body corporate;
- an internal or external auditor (including a member of an audit team conducting an audit) or actuary of AAT or a related body corporate;
- if the report relates to tax matters, any employee or officer of AAT who has functions or duties that relate to the tax affairs of AAT, or a registered tax agent or

BAS agent (within the meaning of the Tax Agent Services Act 2009) who provides tax agent services or BAS services to AAT;

- legal practitioners, where the disclosure is made for the purpose of obtaining legal advice or legal representation in relation to the operation of the whistleblower protection provisions in the Whistleblower Laws (please note that AAT's General Counsel acts for AAT and will not be in a position to provide independent legal advice to an individual reporting Reportable Conduct pursuant to this policy);
- ASIC, APRA or another Commonwealth body prescribed by regulation for the purposes of the Whistleblower Laws, or the ATO in the context of the Taxation Administration Act; and
- journalists and members of Commonwealth, state or territory parliaments (in very specific circumstances, see Appendix 1 for more information).

Nothing in this policy prevents you from, or requires you to seek AAT's approval for, reporting to an appropriate government authority or law enforcement body in any jurisdiction.

6.3 Is it OK to let my Line Manager or a colleague know?

It is important to be aware that disclosure to your line manager or a colleague may not provide you with the protections available to you as a whistleblower under the Whistleblower Laws, unless they are also an eligible recipient. To ensure that you retain the relevant protections, a whistleblower report must be reported to one of the parties identified above.

6.4 Can I make a report anonymously?

You may choose to make a whistleblower report anonymously and you will still be protected by the Corporations Act (or the Taxation Administration Act, as applicable). You can choose to remain anonymous while making a disclosure, over the course of any investigation and after the investigation is finalised.

Information disclosed by you that may lead to your identification will only be disclosed if it is reasonably necessary for us to investigate the disclosure.

If you report anonymously:

- we are required under the Whistleblower Laws to take all reasonable steps to reduce the risk that you will be identified;
- you can refuse to answer any questions that you feel may reveal your identity. We suggest that if you want to report anonymously that you keep a two-way conversation open with us so that we can ask any follow up questions and provide feedback, otherwise anonymity may affect our ability to investigate the matter effectively and communicate with you about outcomes of the investigation; and

- we will communicate with you through anonymous telephone hotlines or anonymised email addresses, or you may wish to use a pseudonym for the purpose of your disclosure.

6.5 Who can I contact to obtain additional information before deciding whether to make a formal disclosure?

If you would like additional information about the whistleblowing process before making a formal disclosure, you can contact AAT's General Counsel or an independent legal adviser.

7. AAT WILL PROTECT YOU

7.1 Identity protection (confidentiality)

Keeping your identity confidential and protecting whistleblowers is important to us. AAT will take all reasonable and legal steps to protect the identity of a whistleblower.

Subject to compliance with legal requirements, upon receiving a report under this policy, AAT will only share your identity as a whistleblower or information likely to reveal your identity if legally permitted to do so, including if:

- you have consented to the disclosure; or
- the disclosure is reported to ASIC, APRA, a member of the Australian Federal Police, the Commissioner of Taxation or another person or body prescribed by regulation for the purposes of the Whistleblower Laws; or
- the disclosure is referred to an internal or external lawyer for the purpose of obtaining legal advice or legal representation about the whistleblower provisions in the Whistleblower Laws.

AAT can disclose information contained in or about your disclosure that is likely to lead to your identification as a whistleblower, with or without your consent, if:

- the information does not include your identity;
- AAT has taken all reasonable steps to reduce the risk that you will be identified from the information; and
- it is reasonably necessary for investigating the issues raised in the disclosure.

It is illegal under the Whistleblower Laws for a person to identify you or disclose information that is likely to lead to your identification, except in the circumstances outlined above. If you believe there has been a breach of confidentiality, you may lodge a complaint through any of the authorised channels identified above or lodge a complaint with a regulator, such as ASIC, APRA or the ATO, for investigation.

Steps that AAT may take in practice to protect the confidentiality of a whistleblower's identity may include redacting personal information, referring to the whistleblower in a gender-neutral context and restricting the number of people who will know the discloser's identity.

7.2 Protection from detrimental acts or omissions

It is illegal under the Whistleblower Laws for a person to engage in conduct that causes detriment to a whistleblower (or another person) in relation to a whistleblower report, if:

- the person believes or suspects that the whistleblower (or another person) made, may have made, proposes to make or could make a disclosure that qualifies for protection; and
- the belief or suspicion is the reason, or part of the reason, for the conduct.

Detrimental conduct includes dismissal, demotion, harassment or intimidation, discrimination, harm or injury (including psychological harm), disciplinary action, bias or other damage to a person. In addition, a person cannot threaten to cause detriment to a whistleblower (or another person) in relation to a report made under this policy.

Detrimental conduct does not include administrative action that is reasonable for the purpose of protecting you from detriment or managing your unsatisfactory work performance in line with AAT's performance management framework.

AAT is committed to protecting you from any detriment arising from the filing of a report under this policy. The actions taken to protect you will depend on the circumstances surrounding your report, but may include conducting a risk assessment, providing support services and strategies to help minimise challenges arising from the disclosure or its investigation.

Whistleblowers should be aware that when a report is investigated it may become necessary to disclose details of the report to other personnel involved in the investigation and that through the investigation, elements of the reported conduct may become obvious to the subject(s) of the report. Throughout the process (and to the extent we are able to do so), AAT will work closely with the whistleblower to protect their identity, however in a case where the subject may be able to determine who has provided information, AAT will consider what other immediate action may be appropriate to protect the whistleblower from detriment.

If you believe you have experienced detriment following the filing of a report under this policy you should first raise this matter with the General Counsel or another member of the Executive team. If you do not believe the issue has been resolved in a satisfactory manner, you may wish to speak with the Chairman. You may also seek independent legal advice or contact regulatory bodies, such as ASIC, APRA or the ATO if you believe you have suffered detriment.

Any detriment suffered by you in reprisal for the filing of a whistleblower report or for the content of a whistleblower report will be treated extremely seriously, investigated and may result in disciplinary action or dismissal of the individual perpetrating the detrimental conduct.

For information regarding the legal protections under the Corporations Act that are available to disclosers who qualify for protection as a whistleblower, please refer to Appendix 1.

8. INVESTIGATION

The action and the time taken by AAT in response to a report of concern under this policy will depend on the nature of the concern. AAT will consider reports in a timely, thorough, confidential, objective and fair manner and as is reasonable and appropriate having regard to the law, the nature of the Reportable Conduct and all of the circumstances. AAT will endeavour to complete any assessment and (if warranted) internal investigation of a disclosure within 60 days and will update you if that timeframe is likely to be exceeded.

AAT will consider all whistleblower reports and determine whether:

- the matter qualifies for protection under the Whistleblower Laws; and
- if a formal, in-depth internal investigation is warranted and the form it should take.

Where AAT considers that a formal internal investigation is warranted, to the extent it is able to, AAT will keep you regularly informed of the outcomes of the investigation, subject to considerations of law, privacy and confidentiality (including for those who are the subject of the report). Depending on the nature of the concern, AAT may be legally required or otherwise consider it necessary to report your concern to an appropriate government authority or law enforcement body, and AAT may be prevented from conducting or continuing an investigation internally. Illegal or criminal activities may result in police involvement.

Prior to the commencement of an internal investigation, the General Counsel or the Chairman may seek legal advice from AAT's internal or external lawyers. The legal team will determine the applicable process where the investigation is to be undertaken for the sole or dominant purpose of providing legal advice to AAT.

The investigator may be internal or external to AAT and will be appointed by the General Counsel or the Chairman. The Investigator will have appropriate experience to carry out the role, at the discretion of the appointing officer.

An internal investigator will be independent of line management in the area of the whistleblowing report and whistleblower. The method for documenting and reporting the findings of an investigation will depend on the nature of the disclosure. There may also be circumstances where it may not be appropriate to provide details of the outcome to the discloser.

The investigator's role is to examine the substance of the report:

- fairly and objectively;
- in line with any applicable established investigation protocols; and
- independently of the whistleblower, the applicable area of AAT operations and the subject of the report.

AAT is committed to ensuring the fair treatment of its employees who are mentioned in a disclosure that qualifies for protection under the Whistleblower Laws, including those who are the subject of a disclosure. If you are the subject of a disclosure, AAT will ensure fair treatment by:

- advising you about the subject matter of the disclosure as and when required by principles of natural justice and procedural fairness and prior to any action being taken, giving you notice of relevant matters and a chance to respond;
- maintaining, as far as possible, the confidentiality of the report; and
- making available AAT's Employee Assistance Program.

Where an investigation verifies any wrongdoing, AAT is committed to rectifying this, including taking disciplinary action as necessary.

8.1 Handling of investigation findings

Findings from an investigation and details of the actions taken shall be provided to the Board, preserving confidentiality as required by law. Feedback on the outcomes or progress of the investigation will also be provided to the whistleblower if and where appropriate, depending on the nature of the disclosure. There may be circumstances where it may not be appropriate to provide details of the outcome to the discloser.

9. ACCOUNTABILITY AND REVIEW

The AAT General Counsel is responsible for this policy and for the operation of AAT's whistleblower program. The operation of this policy and the program is overseen by the Board.

This policy will be reviewed and updated as required and at a minimum every two years.

10. APPENDIX 1 – CONFIDENTIALITY AND LEGAL PROTECTIONS FOR DISCLOSERS UNDER THE CORPORATIONS ACT

The Corporations Act requires our policy to provide information about protections for disclosers, which are summarised in this Appendix, in addition to the detail in the policy. In addition to the Corporations Act protections, and as outlined in the policy, whistleblower protections also exist under the Tax Administration Act.

The Corporations Act gives legal protection to disclosures relating to AAT if certain conditions are met:

- the whistleblower is an **eligible whistleblower** as defined in section 1 of the policy;
- the report is made to an **eligible recipient** as set out in section 2 of the policy, which includes:
 - an officer or senior manager of AAT (eg CEO);
 - the Chairman;
 - AAT’s external auditor;
 - a person authorised by AAT to receive disclosures (for example the General Counsel);or to ASIC, APRA or another Commonwealth body prescribed by regulation for the purposes of whistleblower protection provisions in the Corporations Act; and
- the whistleblower has reasonable grounds to suspect that the information concerns **Reportable Conduct**.

The Corporations Act also protects disclosures made to legal practitioners, where the disclosure is made for the purpose of obtaining legal advice or legal representation in relation to the whistleblower provisions in the Corporations Act, even if the advice is to the effect that the disclosure does not relate to a reportable conduct.

There are also some limited circumstances where a whistleblower is entitled to make a “public interest disclosure” or “emergency disclosure” to a journalist or member of State or Federal Parliament and qualify for protection. It is important for a discloser to understand the criteria for making a public interest or emergency disclosure. A disclosure must have previously been made to ASIC, APRA or a prescribed body and written notice provided to the body to which the disclosure was made. In the case of a public interest disclosure, at least 90 days must have passed since the previous disclosure. **A discloser should seek independent legal advice before making a public interest disclosure or an emergency disclosure.**

The legal protections given by the Corporations Act, when these conditions are met, are:

- the whistleblower cannot be subject to civil, criminal or administrative liability for making the report (although a whistleblower can be subject to civil, criminal or administrative action if the whistleblower's report contains any admissions of their own misconduct);

- anyone who victimises the whistleblower can be found guilty of an offence or to have contravened a civil penalty provision and may be liable for criminal or civil penalty, including a fine or damages;
- the whistleblower's identity must be kept confidential and not disclosed to any other person without the whistleblower's consent or as otherwise authorised by law; and
- if the whistleblower is subject to detrimental conduct, they may be entitled to compensation or another remedy, including from AAT. A whistleblower may seek compensation or other remedies through the courts if they suffer loss, damage or injury because of a disclosure and AAT failed to take reasonable precautions and exercise due diligence to prevent the detrimental conduct. Disclosers should seek independent legal advice in relation to such matters.

It is important to note that these protections do not grant you immunity in respect of any misconduct by you which you reveal as part of your disclosure.

AAT is committed to full compliance with these protective provisions.

11. APPENDIX 2 – NOTES FOR ELIGIBLE WHISTLEBLOWERS IN DUBAI

This policy must be considered in conjunction with relevant local laws applicable in the UAE. If this policy and local laws are inconsistent, local law obligations will prevail over this policy. You are encouraged to seek independent legal advice if you are unsure about your rights and obligations under UAE law.

If you are an eligible whistleblower as defined in section 1 of this policy and you make a disclosure in accordance with this policy, your disclosure will be protected under Australian Whistleblower Laws. Even if your disclosure is not protected under Australian Whistleblower Laws, AAT will, as far as practicable, take reasonable actions to protect you in accordance with this policy.

Whistleblower protection under UAE law

You should also be aware that under Dubai Law No. 4 of 2016 (the **Dubai Financial Crime Law**), legal protections for whistleblowers apply under UAE law where a whistleblower cooperates with or notifies the Dubai Economic Security Centre (the **Centre**) about a matter that may prejudice the economic security of Dubai. Article 19 of the Dubai Financial Crime Law provides that the Centre shall provide protection to such whistleblowers at their workplace and ensure that they are not subject to discrimination or mistreatment, provided that the disclosure:

- is not false;
- relates to matters that may affect the economic security of Dubai; and
- is made to the Centre.

You can make a disclosure to the Centre as well as to AAT under this policy. Protections available to you under Australian Whistleblower Laws may apply in conjunction with protections provided under UAE law.

Other considerations under UAE law

In relation to making a disclosure under this policy, it is important to consider:

- **General duty to report crimes:** Under Federal Decree Law No. 31 of 2021 (the **UAE Penal Code**) there is a general duty to report crimes. This obligation applies even in circumstances where you would not be protected as a whistleblower under UAE law.
- **Defamatory disclosures:** Defamation is a criminal offence in the UAE. You must take care not to make disclosures which could be deemed to be defamatory in nature, as this could breach UAE law. In particular, you should: (a) limit the persons to whom you communicate a disclosure to those who strictly need to receive it; and (b) ensure the content of the disclosure is limited to facts known to you.
- **Confidentiality obligations:** there are strict confidentiality obligations under the UAE Penal Code, including in relation to the disclosure of information obtained by virtue of employment. Breach of these obligations can lead to imprisonment and/or fines. By making a disclosure under this policy of information in relation to

AAT, you will not be deemed to have breached any confidentiality requirements in relation to AAT. However, you should seek independent legal advice before disclosing under this policy confidential information in relation to other persons or businesses as this could breach UAE law.

12. AMENDMENT RECORD

Only the AAT Board can authorise revisions to this Policy.

Record of amendments to this document are shown in the table below.

Version	Effective Date	Sections Amended
1	20 TH December 2023	New Document
1.1	16 th May 2024	Added contact phone No: Page 7