



# Whistle-blower Policy Frequently Asked Questions

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Here are some frequently asked questions and answers that may assist you to understand how the Whistleblower Policy works. These FAQs should be read together with the Whistleblower Policy.

If you have any further questions about the policy, these FAQs or how the policy applies in your circumstances, please contact the Company Secretary.

## **Q 1. Does this policy apply to me?**

If you are a current or former director, officer, employee, contractor, supplier or associate of Beach or any company in the group (such as Beach Production Services Pty Ltd which employs our field staff), or a relative or dependant of those persons (**Eligible Persons**), this policy applies to you.

## **Q 2. What is this policy for?**

This policy is a way that Eligible Persons can confidentially or anonymously report Improper Conduct. A person who does this is called a Whistleblower. This policy protects that person from discrimination and victimising conduct because they made the report and provides a mechanism for reporting Improper Conduct and its investigation.

## **Q 3. Why is this policy important?**

Beach is committed to promoting a culture of compliance and ethical behaviour by offering protection to Whistleblowers in order to ensure the reporting of Improper Conduct.

## **Q 4. What is Improper Conduct that should be reported?**

'Improper Conduct' involves suspected or actual dishonesty, fraud, corruption, illegality, a breach of a law or regulation that applies to Beach, unethical behaviour, unsafe work practices, breach of Beach's policies or its **Code of Conduct**, serious or substantial waste or mismanagement, harassment or any other conduct that may cause loss of any type to Beach or is otherwise detrimental to Beach. It also includes the deliberate concealment of information that might show the conduct described above.

However, Improper Conduct does not include personal work-related grievances. This includes grievances about any matter in relation to the Whistleblower's employment personally, and that do not have significant implications for Beach and do not concern breaches of law or represent a danger to the public or financial system.

## **Q 5. Who should I make a complaint to under the policy?**

A complaint can be made to any of:

- The online third-party disclosure service [Beach Energy Online Reporting | Externally Managed Disclosure Portal \(stoblinereport.com\)](https://stoblinereport.com).
- The Reporting and Protection Officer (the **Company Secretary**).
- The Review Panel or a member of the Review Panel (if one is appointed).
- Your manager.
- The CEO.
- Where none of the other options are appropriate, to a member of the Board.
- To any other Eligible Recipient under the Acts.

## **Q 6. How can I make a complaint, and do I have to be identified?**

Complaints may be made by any means convenient to the Whistleblower, including telephone, fax, email, mail or in person.

Complaints can be made anonymously.

If you give your name, your details will be kept confidential. However, there may be situations where you will be identified if required by the policy or by law. This may include where the Improper Conduct is reported to the police or a regulator.

Complaints can also be made online via a third-party disclosure service and you can decide if you want to be identified or remain anonymous. The online form can be accessed via the following link - [Beach Energy Online Reporting | Externally Managed Disclosure Portal \(stoblinereport.com\)](https://stoblinereport.com). Reports made using this method are allocated a unique reference number. This allows for further communication between Beach and the employee during any investigations, ensuring anonymity throughout the process.

The third-party disclosure service also offers reporting through a smart phone app. The "stop247" app can be downloaded from the smart phone application stores by searching under "stopline".

## **Q 7. What information should be included in my report of Improper Conduct?**

Complaints of Improper Conduct should provide specific, adequate and relevant information about dates, places, persons/witnesses, any known financial loss and other relevant information such as concerns that you might have about reprisals or recriminations if your details become known, in order to allow for a reasonable investigation to be conducted. There is an optional Whistleblower report form in the Policies and Procedures section on Beach's intranet to assist with details that should be included in a report.

## **Q 8. Protection from victimisation**

If you make a complaint you will be protected from actual or threatened victimisation or reprisals by Beach personnel, as a result of making the complaint. Victimisation includes termination of employment, demotion or unfair or unequal treatment in the workplace.

However, if you make a complaint that is malicious, contains intentionally false allegations or is made with the intention to obtain personal gain or advantage you will not receive protection under this policy and may be the subject of disciplinary action potentially including suspension or termination of employment.

**Q 9. Investigating reports of Improper Conduct**

If you make a complaint it will be investigated. The policy sets out how this will occur and who will investigate your complaint. If you give your name when making the report, you will be given details of the progress and outcome of the investigation.