



**Montem Resources**

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## **Whistleblower Policy**

**Montem Resources Limited**

**ACN 623 236 831**

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Document Controls	
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## 1. PURPOSE

Montem Group is committed to the highest standards of conduct and ethical behaviour in all of our business activities, and to promoting and supporting a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

Montem Group encourages the reporting of any instances of unethical, illegal, fraudulent or undesirable conduct involving Montem Group's businesses, and will ensure that those persons who make a report shall do so without fear of intimidation, disadvantage or reprisal.

## 2. WHAT IS REPORTABLE CONDUCT?

You may make a report under this policy if you believe that a Montem Group company director, officer, employee, contractor, supplier, tenderer or other person who has business dealings with a Montem Group company has engaged in conduct (**Reportable Conduct**) which:

- ) is dishonest, fraudulent or corrupt activity, including bribery;
- ) is illegal activity (such as theft, drug sale or use, violence, harassment or intimidation, criminal damage to property or other breaches of state or federal law);
- ) is unethical or in breach of Montem Group's policies (such as dishonestly altering company records or data, adopting questionable accounting practices or willfully breaching Montem Group's Code of Conduct or other policies or procedures);
- ) is potentially damaging to Montem Group, a Montem Group employee or a third party, such as unsafe work practices, environmental damage, health risks or abuse of Montem Group property or resources;
- ) amounts to an abuse of authority;
- ) may cause financial loss to Montem Group or damage its reputation or be otherwise detrimental to Montem Group's interests;
- ) involves harassment, discrimination, victimisation or bullying; or
- ) involves any other kind of serious impropriety.

## 3. WHO CAN I MAKE A REPORT TO?

Employees should contact the Company Secretary to report any concerns regarding ethical behaviour in the Company:

Melanie Leydin	Phone:	+61 (3) 9692 7222
Company Secretary	Email:	<a href="mailto:mleydin@leydinfreyer.com.au">mleydin@leydinfreyer.com.au</a>
	Address:	Level 4, 100 Albert Road, South Melbourne, Vic, 3205

A report may be submitted anonymously if you do not wish to disclose your identity to the Company Secretary.

## 4. MONTEM GROUP'S INVESTIGATION OF REPORTABLE CONDUCT

Montem Group will investigate all matters reported under this Policy as soon as possible after the matter has been reported. The Company Secretary may appoint a person to assist in the investigation of a matter raised in a report. Where appropriate, Montem Group will provide feedback to the whistleblower regarding the investigation's progress and/or outcome (subject to considerations of the privacy of those against whom allegations are made).

The investigation will be conducted in an objective and fair manner, and otherwise as is reasonable and appropriate having regard to the nature of the Reportable Conduct and the circumstances.

## **5. PROTECTION OF WHISTLEBLOWERS**

Montem Group is committed to ensuring confidentiality in respect of all matters raised under this policy, and that those who make a report in good faith are treated fairly and do not suffer any disadvantage.

### *a) Protection of your identity and confidentiality*

Subject to compliance with legal requirements, upon receiving a report under this Policy, Montem Group will not disclose any particulars that would suggest or reveal your identity as a whistleblower, without first obtaining your consent.

Any disclosure that you consent to will be disclosed on a strictly confidential basis.

### *b) Protection of files and records*

All files and records created from an investigation will be retained under strict security and unauthorised release of information to someone not involved in the investigation (other than senior managers or directors who need to know to take appropriate action, or for corporate governance purposes) without your consent as a whistleblower will be a breach of this policy.

Whistleblowers are assured that a release of information in breach of this policy will be regarded as a serious matter and will be dealt with under Montem Group's disciplinary procedures.

### *c) Fairness*

A Montem Group employee or contractor within a Montem Group team who is subjected to detrimental treatment as a result of making a report in good faith under this policy should inform the Company Secretary immediately. If the matter is not remedied, it should be raised in accordance with paragraph 3 of this policy.

Detrimental treatment includes dismissal, demotion, harassment, discrimination, disciplinary action, bias, threats or other unfavourable treatment connected with making a report.

The Corporations Act 2001 (Cth) also gives special protection to disclosures about breaches of that Act, as long as certain conditions are met – refer to Annexure A for further details.

## **6. DUTIES OF EMPLOYEES IN RELATION TO REPORTABLE CONDUCT**

It is expected that employees of Montem Group who become aware of known, or potential cases of Reportable Conduct will make a report under this policy or under other applicable policies.

## **7. GROUP REPORTING PROCEDURES**

The Company Secretary will report to the Board on the number and type of whistleblower incident reports annually, to enable Montem Group to address any issues.

These reports will be made on a 'no names' basis, maintaining the confidentiality of matters raised under this policy. The Board will receive copies of all whistleblower reports, and whistleblower reports from the Company Secretary (as appropriate). In addition, serious and/or material Reportable Conduct will be considered by the Company Secretary for immediate referral to the Chairman of the Board.

## **8. AMENDMENT OF THIS POLICY**

This policy cannot be amended without approval from the Montem Board. It will be reviewed from time to time to ensure that it remains effective and meets best practice standards and the needs of Montem Group.

## Annexure A – Special protections under the Corporations Act

The Corporations Act gives special protection to disclosures about Corporations Act breaches, where these conditions are satisfied:

1. the whistleblower is an officer or employee of a Montem Group company, or a person or company who has a contract for the supply of goods and services with a Montem Group company (a 'contractor') or an employee of such a contractor; and
2. the report is made to:
  - ) a Protected Disclosure Officer;
  - ) a director, officer or senior manager of a Montem Group company concerned;
  - ) Montem Group's external auditor (or a member of that audit team); or
  - ) the Australian Securities and Investments Commission (ASIC);
3. the whistleblower gives their name before making the report (i.e. the report is not anonymous); and
4. the report is made in good faith, and the whistleblower has reasonable grounds to suspect that there has, or may have, been a breach of the Corporations Act by a Montem Group company or any of its officers or employees.

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

- ) the whistleblower cannot be subject to legal liability for making the report;
- ) anyone who victimises or threatens the whistleblower is guilty of an offence and may be liable for damages; and
- ) the person receiving the report commits an offence if they disclose the substance of the report or the whistleblower's identity, without the whistleblower's consent, to anyone except ASIC, the Australian Federal Police or the Australian Prudential Regulatory Authority.