

LG Professionals Australia Whistleblower Policy

Purpose

The objective of this policy is to encourage reporting of wrongdoing that is of legitimate concern by providing an efficient and safe reporting mechanism, and protection for people who make serious wrongdoing disclosures.

Scope

This Policy applies to all LG Professionals Australia programs and activities. It encompasses all Directors and personnel including staff, contractors, consultants, volunteers and interns.

Policy Overview

LG Professionals Australia is committed to the highest standards of conduct and ethical behaviour and promoting and supporting a culture of honest and ethical behaviour, corporate compliance and good corporate governance. People who have a working relationship with LG Professionals Australia are often the first to realise that there may be something seriously wrong. However, they may not wish to speak up for fear of appearing disloyal or may be concerned about being victimised or subject to reprisals for reporting wrongdoing.

LG Professionals Australia encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving LG Professionals Australia and provides protections and measures so that those persons who make a report may do so confidentially and without fear of intimidation, disadvantage or reprisal.

When a person makes a disclosure:

- Their identity must remain confidential according to their wishes
- They will be protected from reprisal, discrimination, harassment or victimisation for making the disclosure
- An independent internal inquiry or investigation will be conducted
- Issues identified from the inquiry/investigation will be resolved and/or rectified
- Where appropriate, they will be informed about the outcome
- Any retaliation for having made the disclosure will be treated as serious wrongdoing under this Policy.

What constitutes a report that will protect whistleblower under law

A whistleblower must have reasonable grounds to suspect that the information being disclosed about the company or organisation concerns:

- misconduct, or
- an improper state-of-affairs or circumstances.

This information can be about LG Professionals Australia, or an officer or employee of LG Professionals Australia, engaging in conduct that:

- breaches the Corporations Act
- breaches other financial sector laws enforced by ASIC or APRA
- breaches an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months, or

- represents a danger to the public or the financial system.

'Reasonable grounds' means that a reasonable person in your position would also suspect the information indicates misconduct or a breach of the law.

This policy is considered in addition to LG Professionals Australia's Grievance and Complaints Policy.

A whistleblower report does not cover a current or former officer, employee, or contractor of LG Professionals Australia who has an employment dispute or work-related grievance with LG Professionals Australia. These complaints need to be reported under LG Professionals Australia Grievance and Complaints Handling Policy.

Reporting a Disclosure

Internal whistleblowers to LG Professionals Australia can include current or former Directors, employees, volunteers, interns, contractors or consultants.

Internal whistleblowers are encouraged to report their concerns to the CEO/Company Secretary to seek an immediate response. Where the internal whistleblower believes this is not appropriate, then the whistleblower can report to the LG Professionals Australia National President.

If the disclosure relates to CEO or President and/or Board then the disclosure can be made directly to ASIC through lodging an online misconduct reporting form or writing to ASIC.

If the disclosure relates to a financial breach of Corporations Act then a whistleblower can directly contact Jed Stenhouse at RSM, LG Professionals Australia's Auditor.

How LG Professionals Australia will investigate a report

Once reported to CEO or President an internal investigation will be conducted as soon as practicable in an objective and fair manner. The CEO/President will undertake the investigation as is reasonable and appropriate in respect to the nature of the disclosure and the circumstances. Where a report is submitted anonymously, LG Professionals Australia will conduct the investigation and its enquiries based on the information provided. However, anonymity can sometimes prevent the organisation from taking the issue further if LG Professionals Australia is not able to obtain further information from the source of the report.

How whistleblower is protected from detriment or victimisation

LG Professionals Australia will not tolerate any retaliatory action or threats of retaliatory action against a whistleblower, or against a whistleblower's colleagues, employer (if a contractor, consultant or supplier) or relatives. For example, a whistleblower must not be disadvantaged or victimized for having made the report by:

- Dismissal or termination of services or supply
- Demotion
- Discrimination, victimization or harassment
- Current or future bias
- Threats of any of the above