



SUBJECT: WHISTLEBLOWER MISCONDUCT REPORT FORM
(Refer Whistleblower Policy CG1.HWA.006)

IMPORTANT NOTE BEFORE COMPLETING THIS FORM:

You must have reasonable grounds to suspect the information you are reporting is a 'Disclosable Matter' and involves 'Misconduct' as defined in the Whistleblower Policy and detailed below.

If the information is not a Disclosable Matter, or you are unsure whether the information is a Disclosable Matter, please refer to the Company's suite of internal HR, Safety & Ethical reporting procedures for guidance on how to report any other issues or speak with your supervisor or a senior manager.

PART A: Personal Details of Eligible Whistleblower:

Name \*
Address:
Phone: Email:

\* An Eligible Whistleblower is entitled to remain anonymous. However, Eligible Whistleblowers are encouraged to identify themselves when making a report as this will enable the WPO and the WIO to follow up on the report and to provide feedback to the Eligible Whistleblower on the outcome of any investigations.

> you may also be called upon to provide further information or if required, assist in the investigation.

PART B: Details of Misconduct / Declaration

A] TYPE OF DISCLOSABLE MATTER

Means any information that the Eligible Whistleblower has reasonable grounds to suspect concerns Misconduct in relation to HiveWell or its related bodies corporate, including information 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.

B] TYPE OF MISCONDUCT

Includes an improper state of affairs or circumstances or any conduct or practice that involves fraud, negligence, default, breach of trust and breach of duty which:

- is dishonest, fraudulent, corrupt or unlawful;
is misleading or deceptive;
is illegal, such as theft, drug sale or use, violence, intimidation, criminal damage to property;
involves coercion, harassment, bullying, victimisation or discrimination by, or affecting, any Personnel;
is unethical or otherwise breaches HiveWell's policies or Code of Conduct;
is a significant danger to the public, environment or financial systems;
is potentially damaging to HiveWell Personnel, such as unsafe work practices, health risks or substantial mismanagement or wasting of HiveWell's resources;
is an action take against, or harm suffered by a person as a result of making a report under the Policy;
causes financial loss to HiveWell, damages its reputation or is otherwise detrimental to its interests; or
involves any other kind of serious impropriety.

C] WHO COMMITTED THE MISCONDUCT / IMPROPER ACTIVITY

- Director
Employee
Contractor
Supplier
Consultant

D] ARE ANY OTHER PARTIES INVOLVED?

E] WHEN DID IT HAPPEN?

F] WHERE DID IT HAPPEN?

G] IS THERE ANY EVIDENCE? (if yes, please provide)

H] ARE THERE ANY WITNESSES?

I] ANY OTHER INFORMATION?

I DECLARE, that I have reasonable grounds to suspect the above concerns a Disclosable Matter for Misconduct in relation to HiveWell or its related bodies corporate.

Signature:

Date

PART C: How to submit the completed Misconduct Report Form to the Whistleblower Protection Officer (WPO): Annette Zbasnik, Company Secretary

- in person (office located on the Mezzanine level at Head Office, Richlands QLD);
- via email to a.zbasnik@hivewell.com;
- Place in a sealed envelope in the WPO's Circulation Tray (located on the Mezzanine level, Richlands QLD)
- Place in the locked Feedback Boxes located in the Operations lunchrooms at all sites.

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