Ngarliyarndu Bindirri
Aboriginal Corporation

Whistleblower Policy and Procedure

Purpose

Ngarliyarndu Bindirri Aboriginal Corporation's (NBAC or the Corporation) is dedicated to maintaining a safe workplace free from discrimination, harassment, bullying, vilification, victimisation and unconscionable behaviours and misconduct.

The purpose of this policy and procedure is to establish a framework to encourage and protect individuals who witness, and report suspected misconduct, unethical behaviour or breaches of law within the Corporation. It aims to foster a culture of integrity, accountability and transparency by providing a safe and secure mechanism for disclosures

Scope

This policy and procedure will apply to all current and former employees, officers, contractors, suppliers, associates and relatives of employees who disclose reportable matters. It covers misconduct related to fraud, corruption, financial mismanagement, harassment, discrimination, environmental breaches and any other violations against retaliation, ensuring confidentiality and protection for whistleblowers under relevant Australian Law and regulations such as the *Corporations Act 2001 (Cth)* and the ASIC rights and protections which can be seen here Whistleblower rights and protections | ASIC.

Definitions

Term	Definition
Approvers	An Employee's Direct Manager, Executive Officer or from a governance perspective, Executive Officer or other member of the Corporations Senior Management team as directed.
Reportable Conduct	Any past, present or likely future activity, behaviour or situation considered to be dishonest, fraudulent, illegal or other as outlined below.
Whistleblower	as anyone who makes or attempts to make a report of reportable conduct under our policy.

Overview

The Whistleblower Protection Policy & Procedure (policy) is one of several policies and codes that promotes a culture of conducting our business with honesty, fairness and integrity and provide special protections under the relevant law (including anonymity) for individuals who report alleged wrongdoing that is covered by the legislation.

This is to provide comfort to individuals that they will not be subjected to detriment for making an allegation of wrongdoing that could put them at financial or other risk (directly or indirectly).

The aim of our policy and procedure is to:

- Reinforce the Corporations commitment to identifying and responding to concerns and fostering a culture of continuous improvement.
- Encourage disclosures of alleged or perceived wrongdoing.
- Help deter wrongdoing by encouraging disclosures of wrongdoing to the organisation.
- Promote ethical behaviour.
- Provide guidance on how to raise concerns and how those concerns will be investigated.
- Ensure that individuals who disclose wrongdoing can do so safely and securely and be protected and supported.
- Ensure that those involved in an investigation as potential witnesses and the individual/s who may be the subject of any allegation/s are also supported.
- Ensure that disclosures are investigated and dealt with in a timely manner.
- Provide transparency on how disclosures are received and investigated.
- Meet the companies' legal obligations; and
- Reassure anyone who raises a concern that they can do so without fear of Retaliation, even if the matter they raised turns out to be incorrect and no breach has occurred.

Our commitment

The Corporations executive and senior management encourage all staff to report wrongdoing. The Corporations attitude is - *"if in doubt, report it"*. All staff should feel confident and comfortable about reporting allegations of wrongdoing.

The executive and senior management team is committed to protecting the dignity, well-being, career, and good name of anyone reporting wrongdoing. This includes providing the necessary support and protection.

Scope and application

The Corporation encourages anyone with knowledge or reasonable suspicion of *reportable conduct* to report it as soon as possible.

The policy applies to all businesses under the Corporations banner, including subsidiaries and joint ventures where NBAC may have a controlling interest. It applies to all directors, employees, temporary staff (including secondees), contractors, service providers (e.g. auditors, clients, or consultants) and suppliers. To the extent possible, it also applies to former employees.

Our policy takes account of the *Corporations Act 2001 (Cth)* and *CATSI Act 2006* which provides protection for certain types of people that may make a disclosure or reportable conduct.

Who is a Whistleblower?

A *whistleblower* is defined as anyone who makes or attempts to make a report of 'reportable conduct' under our policy.

In addition to the protections under the policy, certain legislation may offer statutory protection of whistleblowers. NBAC will comply with all applicable legislative requirements.

What is Reportable Conduct?

Reportable conduct is defined as any past, present or likely future activity, behaviour or situation considered to be:

- Dishonest.
- Corrupt (including soliciting, accepting or offering a bribe, facilitation payments or other such benefits).
- Fraudulent.
- Illegal (including theft, drug sale or use, violence or threatened violence and property damage).
- A breach of any law, regulation, internal policy or code (such as our Code of Conduct).
- Impeding internal or external audit processes.
- Improper conduct or behaviour relating to accounting/finance, internal control, risk and compliance, audit, safety, employee relations, ASIC breaches or other matters of concern to the whistleblower.
- A serious impropriety or an improper situation or circumstances.

- Endangering health or safety.
- Damaging or substantially risking damage to the environment.
- A serious mismanagement of NBAC's resources.
- Detrimental to NBAC's financial position or reputation
- Maladministration (an act or omission of a serious nature that is negligent, unjust, oppressive, discriminatory or is based on improper motives); or
- Concealing *reportable* conduct.

Reportable conduct usually relates to the conduct of NBAC's staff, but it can relate to the actions of a third party, such as a customer, sub-contractor, client, supplier or service provider as examples.

Whistleblower reports

All reports must be made with a genuine and reasonable belief regarding the reportable conduct.

Whistleblowers are requested to provide as much information as possible and any known details about the events underlying the report (e.g. date, time, location, name of person(s) involved, possible witnesses to the events, evidence of the events (e.g. documents, emails) and steps they may have already taken to report the matter elsewhere or to try resolve the concern). Our policy does not in any way restrict or diminish the right of any individual to make disclosures directly to relevant regulators.

Whistleblower reporting channels

NBAC has several reporting channels. Employees are encouraged to use normal business channels first for issues relating to their own personal circumstances (eg. employment matters), or where normal business procedures exist (eg. operational risk or compliance issues), except where a whistleblower believes they may suffer personal disadvantage or wish to use the protections under this policy.

Our policy establishes dedicated whistleblowing channels in addition to these. NBAC's whistleblowing channels are:

- *If In Doubt, Report It* Form (an internal reporting system, with the option of anonymity)
- Whistleblower Protection Officer; and
- Chief Executive Officer

If you do not feel comfortable with any of these channels, or it involves a member of the executive team, you may contact the Chair of the NBAC Board or our external Human Resources Consultant.

Whistleblower Investigations

Investigations of reportable conduct will be conducted in a manner that is confidential, fair, and objective. Confidentiality extends to all information received from whistleblowers. All information will be held securely and in strict confidence.

All reports received through whistleblowing channels are assigned to a suitable Whistleblower Investigation Officer. The Whistleblower Investigation Officer will be a staff member from the second line of defence or Human Resources, who is not implicated directly or indirectly in the report.

The Whistleblower Investigation Officer may also be an externally appointed person(s) who will act on behalf of the Corporation to allow for a full unbiased investigation as deemed appropriate. The Whistleblower Investigation Officer is responsible for conducting the investigation, and for keeping the whistleblower informed of the investigation's progress in a timely way.

Protection and support

Support and protection from personal or financial disadvantage applies to anyone making a report under the policy and extends to anyone else within NBAC who is assisting the investigation, as well as to the Whistleblower Investigation Officer.

NBAC does not tolerate retaliation or adverse action related to a whistleblowing disclosure such as dismissal, harassment, or discrimination toward anyone making a report. A confidential support and counselling hotline is available to all NBAC staff, including whistleblowers who raise concerns under this policy.

The Whistleblower Protection Officer can protect and support the Whistleblower.

NBAC is unable to extend the full level of protections and support set out in the policy to whistleblowers who are not directly employed by the Corporation at the time the report is made, for example protection of their employment conditions.

A whistleblower will not be subject to any civil, criminal or disciplinary action for making a report that is covered by this policy, or for participating in any subsequent investigation by the Employer. The Employer will not tolerate any retaliation against any whistleblower.

Retaliation occurs where a person causes or threatens detrimental treatment to another person because of making a report of Reportable Conduct. Detrimental treatment may include, but is not limited to:

- Dismissal or injury of an employee in their employment.
- Alteration of an employee's position or duties to their disadvantage.
- Discrimination between an employee and other employees of the same employer.
- Harassment or intimidation of a person.
- Damage to a person's property.
- Damage to a person's reputation; and
- Damage to a person's business or financial position, or any other damage to a person.

Detrimental treatment by any employee will be deemed a serious breach of this policy and may result in disciplinary action up to and including termination of employment. Retaliatory conduct may also attract civil or criminal liability. The Employer will connect the whistleblower with internal and external support providers as necessary.

Whistleblower Protection Officer (WPO)

The Corporation has appointed a Whistleblower Protection Officer who is a senior staff member. The Whistleblower Protection Officer is responsible for protecting whistleblowers from personal disadvantage because of making a report. The Whistleblower Protection Officer is authorised to provide certain protections where they deem appropriate for fulfilling their role.

Anyone covered by our policy can approach the Whistleblower Protection Officer prior to, during, or after making a whistleblowing report to seek advice.

Monitoring whistleblower welfare

Human Resources will maintain processes to monitor the welfare of whistleblowers under this policy, to ensure the effectiveness of protections offered under the policy.

Reporting and governance

Relevant Board Committees charged with overseeing the Corporations whistleblower program, and the Risk and Compliance Committee are provided with quarterly reporting on whistleblowing.

The policy is reviewed regularly.

A breach of the policy may, in some circumstances, result in disciplinary action up to and including termination of employment. Any report of breaches under the policy will be investigated.

Whistleblower channel information for External Whistleblowers

Former employees, service providers, sub-contractors and suppliers (and their employees) who wish to make a report of reportable conduct under the policy can contact us via:

- *If in Doubt, Report It Form*
- Whistleblower Protection Officer
- Executive Officer

Submitting a Grievance

Concerns can be raised informally (e.g. by speaking to a manager or HR) or formally (through this process) by submitting a form.

NBAC will take responsible steps to maintain confidentiality of the individuals involved. Where appropriate the Corporation may conduct a formal investigation, following the principles of procedural and legal fairness.

Legislative References

This policy is guided by Australian legislation and standards that protect employees from bullying, harassment, discrimination, vilification, and victimisation. Key laws include:

- Corporations Act
- CATSI Act 2006
- Fair Work Act 2009
- Work Health and Safety Act 2011 (Cth)

Breaches

Employees who do not comply with this policy and procedure, will be supported through training or coaching where appropriate. Where conduct is deliberate, repeated or serious, disciplinary action may be taken up to and including termination.

Document Control

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Owner	**Luke Colgan**	**Human Resources Manager**	
Custodian	**Sheena Tacado**	**Compliance Officer**	

Endorsement

Board Approval Date	CEO Endorsement Date	CEO Name	Signature
28 January 2026	28 January 2026	Michael Greene	

Amendments

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HR 2026/1	January 2026	Luke Colgan	Initial release