

# MITSUBISHI ELECTRIC AUSTRALIA PTY. LTD.

## SUMMARY OF WHISTLEBLOWER POLICY

### 1.0 INTRODUCTION

- 1.1 This is a summary version of the whistleblower policy (**Policy**) of Mitsubishi Electric Australia Pty Ltd (**MEAUST**). A full version of this Policy can be provided upon request. Requests should be sent to [whistleblowing@meaust.meap.com](mailto:whistleblowing@meaust.meap.com), which will be monitored by MEAUST's Corporate Compliance Officer.

### 2.0 WHO CAN MAKE A REPORT UNDER THIS POLICY

- 2.1 The following stakeholders are eligible to make reports under this Policy and are eligible whistleblowers:

- (a) an officer of MEAUST, which includes directors of the board and the company secretary of MEAUST;
- (b) an employee of MEAUST;
- (c) an individual who supplies services or goods to MEAUST;
- (d) an employee of a supplier of services or goods to MEAUST;
- (e) an individual who is an associate of MEAUST (this includes directors and secretaries of both MEAUST and any related bodies corporate);
- (f) a spouse, child or other relative of an individual listed above;
- (g) a dependent of any individual listed above or their spouse; or
- (h) someone who was formerly any of the above (e.g. a former employee).

### 3.0 WHAT CAN BE REPORTED UNDER THIS POLICY?

- 3.1 For the purposes of this Policy, "Misconduct" means conduct that is illegal, unethical or undesirable and includes:

- 3.1.1 misconduct (which includes fraud, negligence, default, breach of trust and breach of duty) or an improper state of affairs in relation to MEAUST or any related body corporate of MEAUST;
- 3.1.2 misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of MEAUST or an associate of MEAUST; or
- 3.1.3 other conducts specified in the full version of this Policy.

### 4.0 HOW TO MAKE A REPORT UNDER THIS POLICY

- 4.1 When reporting Misconduct either internally or externally, whistleblowers are able to make an anonymous disclosure and still be entitled to the protections set out in this Policy and under the relevant legislations if the other requirements for making the disclosure are complied with.

- 4.2 Whistleblowers are encouraged to report Misconduct to any one of the following persons:

- 4.2.1 Corporate Compliance Officer: Email: [whistleblowing@meaust.meap.com](mailto:whistleblowing@meaust.meap.com)
- 4.2.2 Deloitte (MEAUST's external whistleblowing service provider):

Website:  
[www.whistleblower.deloitte.com.au](http://www.whistleblower.deloitte.com.au)

Email: [whistleblower@deloitte.com.au](mailto:whistleblower@deloitte.com.au)

Phone: 1800 173 918  
Fax: +61 3 9691 8182  
Post: Deloitte Whistleblower Service  
Reply Paid 12628  
A'Beckett Street  
MELBOURNE VIC 8006

- 4.3 Whistleblower protections are also available for reports made to other persons or entities specified in the full version of this Policy.

## **5.0 PROTECTIONS AND SUPPORT AVAILABLE TO WHISTLEBLOWERS**

### **Protecting Confidentiality**

- 6.1 MEAUST has an obligation to keep the identity of all 'eligible whistleblowers' confidential in accordance with the relevant legislations. This includes keeping confidential information which could lead to the disclosure of your identity.
- 6.2 There are exceptions which are set out in the full version of this Policy.

### **General Protections**

- 6.3 Whistleblowers who make a Qualifying Disclosure (as defined under the relevant Australian whistleblowing legislation applicable to MEAUST) will not be subject to any civil liability (e.g. breaching a duty of confidence), criminal liability (e.g. prosecution for unlawfully releasing information) or administrative liability (e.g. disciplinary action) for making the disclosure. No contractual or other remedy may be enforced against them on the basis of their disclosure.
- 6.4 It is an offence to cause detriment to someone as a result of them making a disclosure. MEAUST will not tolerate any detriment caused, or threatened to be caused against any person who has made, or who is believed to have made, a report regarding disclosable matters. This includes (without limitation) any of the following:
- (a) dismissal;
  - (b) injuring an employee in their employment, (e.g. not giving an employee legal entitlements such as pay or leave);
  - (c) changing an employee's job to their disadvantage;
  - (d) offering a potential employee different (and unfair) terms and conditions for the job, compared to other employees;
  - (e) discriminating between employees to the disadvantage of a whistleblower;
  - (f) harassment or intimidation of a person;
  - (g) harm or injury to a person, including psychological harm;
  - (h) not hiring someone because they have been a whistleblower;
  - (i) damage to a person's property, reputation, business or financial position; or
  - (j) any other damage to a person.