



## **WHISTLEBLOWER POLICY**

Alexium International Group Limited (“ALEXIUM” or “the Company”) is committed to high standards of behavior and conduct in its business activities and encourages the reporting of behavior which fails to meet this standard. This Whistleblower Policy applies to ALEXIUM and its related entities and a reference to ALEXIUM shall mean and include reference to its related entities.

ALEXIUM’s approach to protected whistleblower disclosures is set out in this policy, which will be communicated to all ALEXIUM officers and employees by email upon commencement of the policy and thereafter will be available on ALEXIUM’s intranet and external website.

### **PURPOSE OF POLICY**

The purpose of this policy is to ensure eligible whistleblowers, and those who may be involved in an investigation, understand: the ways in which a whistleblower can make a disclosure of information; the protections which arise under whistleblower laws; ALEXIUM’s process for handling and investigating disclosures, and ensuring the fair treatment of the individuals involved; and how whistleblowers will be supported and protected by ALEXIUM.

### **APPLICATION OF POLICY**

This policy applies to all directors, officers and employees of ALEXIUM, as well as any eligible whistleblower who has made a protected disclosure under the whistleblowing legislation, as set out in further in this policy.

### **ELIGIBLE WHISTLEBLOWERS**

Eligible whistleblowers are current and former:

- officers and employees of ALEXIUM;
- individuals who supply goods or services to ALEXIUM (and their employees);
- individuals who are associates of ALEXIUM; and
- relatives of any the abovenamed persons, as well as the dependants of any of the individuals listed above or their spouse.

Grievances made by competitors, customers or clients of ALEXIUM are not covered by whistleblowing legislation.

### **DISCLOSABLE MATTERS**

#### What is a disclosable matter?

An eligible whistleblower may make a disclosure under this policy if they have reasonable grounds to suspect the information concerns:

- misconduct; or
- an improper state of affairs or circumstances;



in relation to ALEXIUM (including any of its related entities) in the United States or Australia.

For example, this could include conduct by ALEXIUM, or a director, officer or employee of ALEXIUM, involving:

- fraud;
- bribery or corruption;
- money laundering or misappropriation of funds;
- conduct which is detrimental to ALEXIUM and could cause financial or non-financial loss;
- contravention of any law administered by ASIC or APRA;
- offenses punishable by 12 months imprisonment or more; or
- conduct that represents a danger to the public or the financial system.

#### What is not a disclosable matter?

This policy should not be used for complaints relating to personal work-related grievances, such as an interpersonal conflict between the informant and another person, concerns regarding discrimination, sexual harassment, harassment, breaches of policy, the creation or existence of an unsafe work environment, a decision relating to employment, transfer or promotion of the informant, a decision relating to the terms and conditions of employment of the informant, or a decision relating to suspension, termination or discipline of the informant. Concerns of that nature should be raised through ALEXIUM'S complaint policy.

#### **FALSE CLAIMS**

Reports must be made with reasonable grounds. If a report is not made in good faith, then the individual making the report will not be protected under the Corporations Act or the Taxation Administration Act. Further, this is viewed as a serious matter and persons who knowingly make a false report may be subject to disciplinary action up to and including termination of their employment.

#### **ELIGIBLE RECIPIENTS**

For the purposes of this policy, ALEXIUM'S eligible recipients are Ms. Rosheen Garnon and Mr. Nick Leitner who have been appointed by the Company's Board of Directors as the Report and Investigation Officers. Please see their contact information at the end.

Whistleblowing legislation states that reports about disclosable matters made to the following people will also attract protection:

- ALEXIUM officers and senior managers;
- ALEXIUM'S auditors, members of an audit team conducting an audit, or actuaries;
- Australian Securities and Investments Commission, Australian Prudential Regulation Authority, the Australian Commissioner of Taxation, members of the Australian Federal Police and other prescribed external agencies;



- legal practitioners (for the purpose of obtaining legal advice and representation);
- other external parties authorised by ALEXIUM from time to time.

### **INVESTIGATION TEAM**

When a protected disclosure is received, ALEXIUM will follow the process defined later in this policy. As part of that process, the eligible recipient will pass the disclosure to a member or members of the investigation team. The members of the investigation team in each case will depend upon the nature of the disclosable matter, but will likely be made up of a combination of the following people:

- Personnel from Compliance, Legal, HR, Finance and/or Tax, including external providers engaged by ALEXIUM for their specialist knowledge or in situations where (for reasons of confidentiality or independence) it is appropriate to have an external provider assist ALEXIUM in the investigation process.

### **DISCLOSURE AND INVESTIGATION PROCESS**

The process for reporting a disclosable matter is as follows:

- ALEXIUM's preference is that eligible whistleblowers who wish to report a disclosable matter do so by submitting the report directly to the investigation officer via email, telephone, in person, or in hard copy.
- Protected disclosures can be made anonymously. The process ALEXIUM will follow when a disclosure is made to an eligible recipient will vary depending on whether the whistleblower chooses to remain anonymous, as described below.

#### Where the Eligible Whistleblower is Anonymous

1. The eligible recipient will send an acknowledgement message to the eligible whistleblower, assuming contact details are available, confirming receipt of the disclosure and that the matter will be referred to the investigation team.
2. The eligible recipient will send the matter to the investigation team.
3. A member of the investigation team will contact the eligible whistleblower, assuming contact details are available, to obtain further information, if possible, relevant to the disclosure and investigation.
4. If the eligible whistleblower decides to remain anonymous, the investigation will proceed on that basis.
5. It is important to note that while ALEXIUM will make appropriate efforts to investigate a disclosable matter from an eligible whistleblower who remains anonymous, there may be limitations on what can be achieved by the investigation process in those circumstances.

#### Where the Eligible Whistleblower is Identified

1. The eligible recipient will send an acknowledgement message to the eligible whistleblower, assuming contact details are available to facilitate, confirming receipt of the disclosure and that the matter will be referred to the investigation team. They will also ask for confirmation as to whether the eligible whistleblower's identity can be shared with a limited group of people, which will typically include the



investigation team, the Chief Financial Officer and the Chief Executive Officer of ALEXIUM. If the eligible whistleblower is a current employee of ALEXIUM, the eligible recipient will also ask whether they consent to their identity being shared with ALEXIUM's HR representative so that support can be provided throughout and following the investigation, if required.

2. If the eligible whistleblower confirms that they do not want their identity to be disclosed, the eligible recipient will advise the eligible whistleblower that confidentiality with respect to the whistleblower's identity will be maintained to the fullest extent possible when passing the matter to the investigation team. The eligible recipient will then send the matter to a member of the investigation team without disclosing the whistleblower's identity.

3. If the eligible whistleblower confirms that they agree to their identity being disclosed, the eligible recipient will send the matter to a member of the investigation team along with the name and contact details of the whistleblower. This information may also then be shared with the members of the relevant group, in accordance with the whistleblower's consent.

#### All Eligible Whistleblowers – Investigation Process

Once the investigation team has received the report of the disclosable matter which has been raised, they will undertake an investigation in accordance with ALEXIUM's standard practice, which will ordinarily include the following steps:

- speaking to the whistleblower to obtain more information (if possible);
- reaching a decision as to who will form the investigation team and conduct the investigation;
- informing the person (or group of people) to whom the disclosable matter relates (if it is a particular person, or group of individuals) that a report has been received and is being investigated;
- ascertaining whether there are any potential witnesses who should be interviewed and speaking to those witnesses (if any);
- accessing and reviewing relevant material through mailboxes, historic documents, records, communications and the like;
- reviewing expenses, purchase orders, contracts and other data;
- reaching conclusions and making findings as to whether the allegations raised by the disclosure are substantiated; and
- preparing a report to document the outcomes of the investigation.

The eligible whistleblower will be kept informed of the progress and the outcome of the investigation, to the extent possible, having regard to ALEXIUM's policies and duties.

Records of whistleblowing disclosable matters will be kept in a locked documents area for reporting and compliance purposes, which is only accessible to authorized personnel.

Where the eligible whistleblower is an employee of ALEXIUM and has given consent to their identity being revealed to ALEXIUM's HR representative, HR will check in with the whistleblower periodically after the



resolution of the matter, and will otherwise be available to provide support to the whistleblower as required throughout the investigation process. Such support might include how to raise a concern if the whistleblower experiences retaliation as a result of raising a disclosable matter or participating in an investigation, or assistance accessing ALEXIUM's Employee Assistance Program.

## **ELIGIBLE WHISTLEBLOWER PROTECTIONS**

### Protection of Identity

If the eligible whistleblower discloses their identity, protections exist to ensure that ALEXIUM (and any other individual who is made aware of the whistleblower's identity) does not:

- disclose the identity of the whistleblower; or
- disclose information that is likely to lead to identification of the whistleblower,

unless it is reasonably necessary to investigate the disclosure, and with the exception of disclosure to certain regulatory and government bodies or a legal practitioner.

It is not a breach of the law to disclose the identity of an eligible whistleblower if the eligible whistleblower consents to their identity being disclosed.

Complaints about any suspected or actual breach of the confidentiality requirements under whistleblower legislation may be raised with ALEXIUM's HR representative or a Report and Investigation Officer. Complaints may also be lodged with an external regulator, such as ASIC, APRA or the ATO.

### Protection from Retaliation

Eligible whistleblowers, and others who are involved in whistleblower investigations, also receive protection against retaliation and detrimental conduct.

Retaliation includes causing or threatening to cause a detriment to a person, including damage to the health, property, reputation, finances or employment of the individual. Dismissal, demotion, harassment, and exclusion are examples of detriment to employment.

ALEXIUM does not tolerate retaliation of any kind. Any employee found to be participating in such conduct will face disciplinary action, which may include termination of employment.

Complaints of retaliation should, in the first instance, be raised with the HR representative, Chief Financial Officer, or a Reporting and Investigation officer.

While ALEXIUM will take steps to protect those involved in whistleblowing investigations from unlawful retaliation, it is also important that employees are effective in their role and treated respectfully in regard to performance and conduct. ALEXIUM may raise performance or conduct concerns, as long as these concerns are not raised as a result of participation in the whistleblowing investigation.

### Compensation, Other Legal Remedies and Penalties

A person who participates in a whistleblower investigation may be entitled to seek compensation and other



legal remedies if they suffer loss, damage or injury as a result of the disclosure and reasonable steps were not taken to prevent detrimental conduct from occurring.

**WHO TO CONTACT**

Ms Rosheen Garnon [Rgarnon@alexiuminternational.com](mailto:Rgarnon@alexiuminternational.com)

Mr Nick Leitner [Nleitner@alexiuminternational.com](mailto:Nleitner@alexiuminternational.com)