

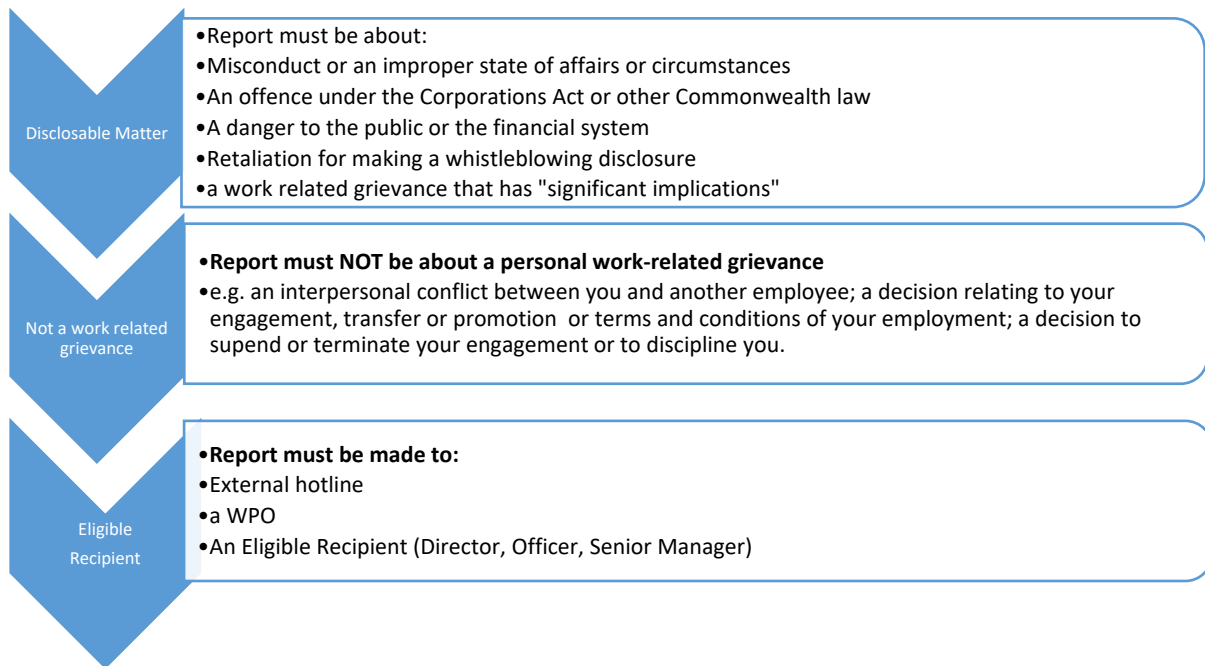
# Guide to Making a Disclosure

This Guide should be read in conjunction with the FPA Whistleblowing Policy. This Guide may be referred to by employees or officers of FPA when they wish to make a report under the Policy.

All employees are encouraged to report issues of concern. If your report does not come under the Whistleblowing Policy it can be made to your line manager or HR Representative.

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## When will a report come under the Whistleblowing Policy?




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## How can I contact the External Hotline?

- Telephone: 1800 500 965
- Web: <https://www.kpmgfaircall.kpmg.com.au/frasers>
- Post: The FairCall Manager, KPMG Forensic  
PO Box H67, Australia Square, Sydney NSW 1213
- Fax: (02) 9335 7466

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## What will happen to my report?

- When you make a report, whether it is to the hotline, a WPO or an Eligible Recipient, you will be asked to provide your consent to disclose your identity.
- You can remain anonymous if you wish, but we encourage you to provide your name, as your assistance may be essential for us to investigate your report and for us to take further action.
- All reports will be treated confidentially and all reasonable steps will be taken to reduce the risk that you are identified (if you have not consented to disclosure of your identity).
- FPA will endeavour to investigate all reports, where this is possible.
- If your identity is known, a WPO will keep you updated on the progress of investigation and any action taken as a result of your report.
- If you do not want to provide consent to disclose your identity, we encourage you to maintain regular contact with the Eligible Recipient so they can keep you updated on progress and action taken.

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## How will I be protected?

The Policy prohibits anyone from:

- Disclosing your identity without consent (except in limited circumstances); and
- Retaliating against you (causing you any detriment) because you have made a report under the Policy.

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## Who can answer my questions?

Any questions about the Whistleblowing Policy can be directed to a WPO. The WPOs are:

- The Company Secretary (currently Maria Vesic, contactable on 9767 2142);
- The Company Secretary Administrator (currently Janis Wood, contactable on 9767 2178);
- The Human Resources Manager (currently Kylie Izzillo contactable on 9767 2194); and
- The Human Resources Business Partner (currently Rebecca Stuart contactable on 9767 2361).