

Table of Contents

1	INTRODUCTION	3
2	POLICY.....	3
3	SCOPE.....	4
4	ROLES AND RESPONSIBILITIES	5
4.1	QNP EMPLOYEES AND ENTITIES WHO ENGAGE WITH QNP.....	5
4.2	HSEQ MANAGER.....	5
4.3	QNP CONTACT OFFICER.....	5
4.4	DISCLOSURE INVESTIGATOR	6
4.5	DISCLOSURE SERVICE PROVIDER	6
5	PROCESS.....	7
5.1	REPORTING	7
5.1.1	<i>Internal.....</i>	<i>7</i>
5.1.2	<i>External – Disclosure Portal</i>	<i>7</i>
5.1.3	<i>External - Regulator</i>	<i>9</i>
5.1.4	<i>External – Journalist or Parliamentarian</i>	<i>9</i>
5.2	PRE-INVESTIGATION.....	9
5.2.1	<i>Disclosure Assessment and Allocation</i>	<i>9</i>
5.3	INVESTIGATION	10
5.3.1	<i>Timing</i>	<i>10</i>
5.3.2	<i>Discretion</i>	<i>10</i>
5.3.3	<i>Recommended Steps.....</i>	<i>10</i>
5.3.4	<i>Security.....</i>	<i>13</i>
5.4	POST INVESTIGATION	13
5.4.1	<i>Distribution</i>	<i>13</i>
5.4.2	<i>Action.....</i>	<i>13</i>
5.4.3	<i>Review.....</i>	<i>13</i>
5.5	PERFORMANCE MONITORING	14
6	REFERENCES	15
6.1	LEGISLATIVE	15
6.2	INTERNAL.....	15
6.3	EXTERNAL	15
	APPENDIX A: ABBREVIATIONS AND TERMS	16
	APPENDIX B: REPORT TEMPLATE	17

1 INTRODUCTION

QNP is committed to operating in a legal, proper and ethical manner. All QNP employees and entities who engage with QNP play a key role in assisting the business to maintain legal, proper, and ethical operations. This is achieved by providing a process to report, investigate and address serious misconduct and protection those who do report.

This procedure outlines how:

- A report of serious misconduct can be made.
- The report of serious misconduct will be investigated and acted upon.
- The Discloser will be protected or remain anonymous (if desired).
- Information will remain confidential.
- The Discloser will remain informed.
- The learnings from the investigation will be utilised for continuous improvement.

2 POLICY

The Policy – Integrated Management System – QNP-SHE-502539 provides the core direction and commitments for the business. With respect to Disclosure Reporting and Investigation, QNP is committed to:

- Developing and implementing robust systems and monitoring processes to encourage high performance and deter poor performance and misconduct.
- Promoting a culture that values legal, proper, and ethical conduct.
- Encouraging employees and entities who engage with QNP to report misconduct.
- Ensuring the protection and confidentiality of those who have reported misconduct.
- Being transparent in how QNP handles disclosures of serious misconduct.
- Using the learnings from investigations of misconduct to continuously improve the business's systems and processes.

Failing to comply with this procedure may result in disciplinary action, up to and including termination of employment in accordance with the Plan – Human Resource Management – QNP-SHE-400072. If exemption is required from the procedure, approval must be sort from the QNP Management Team.

A failure to comply with this procedure may also lead to:

- Another disclosure being made.
- Action from a regulator or other external party.

3 SCOPE

This procedure applies to all entities within QNP both past and present including all employees, the board members, contractors, suppliers, and consultants.

This procedure applies to serious misconduct engaged in by any QNP entity or person who has business dealings with QNP. As per the Plan – Human Resource Management – QNP-SHE-400072, serious misconduct is:

- Refusal to perform assigned tasks or reasonable tasks in response to a customer request or management direction subject to Section 84 of the Work Health and Safety Act 2011
- Dishonest, unethical, fraudulent, or corrupt behaviour, including bribery
- Illegal activity (including theft, violence, harassment or intimidation, criminal damage to property or other breaches of state or federal law)
- Wilful breaches in QNP procedures and processes
- Activity that could lead to harm of a person, environment, or the business (financial loss or reputational damage)
- Abuse of authority level
- Harassment, discrimination, victimisation or bullying in the workplace, other than personal work-related grievances as defined in the Corporations Act 2001
- Any other kind of misconduct listed above that is repeated or excessive or any other improper circumstances

Grievances are managed in accordance with the Procedure – Raising and Resolving Grievances – QNP-HR-501601. A grievance will only be covered by this procedure if:

- It includes misconduct (mixed report),
- QNP has breached employment or other laws punishable by imprisonment for a period of 12 months or more,
- QNP has engaged in conduct that represents a danger to the public,
- The disclosure relates to information that suggests misconduct beyond the discloser's personal circumstances, or
- The discloser suffers from or is threatened with work-related detriment for making a disclosure.

4 ROLES AND RESPONSIBILITIES

The roles and responsibilities in the disclosure reporting and investigation process are detailed below. These responsibilities are reflected in the Organisation Role Descriptions and Authorised Role Descriptions. The Contact Officer and Disclosure Investigator are authorised roles that require additional training to perform. All employees who are currently authorised to fill the role of Contact Officer and Disclosure Investigator are available in the Register – Authorised Roles - QNP-SHE-400144. The authorised roles must be fulfilled by a minimum number of nominated personnel within the business. The minimum number to be nominated and the organisational roles that can fulfil these roles is outlined in Table 1. The contact details for these personnel and the role they are fulfilling is to be provided to the disclosure service and maintained. This ensures contact can be made with the appropriate Disclosure Investigator and Contact Officer when a disclosure is raised and requires investigation.

Table 1: Authorised Role Requirements

Authorised Role	Minimum Nominated	Organisational Roles
Disclosure Investigators	2	QNP Manager
Board Nominated Disclosure Investigator	1	Board Member
Contact Officers	3	QNP Manager, QNP Return to Work Coordinators or Third Party (EAP, Parent Companies).

4.1 QNP EMPLOYEES AND ENTITIES WHO ENGAGE WITH QNP

All QNP employees and entities who engage with QNP are responsible for:

- Reporting all concerns that may constitute as serious misconduct as soon as is reasonably practicable in the QNP Disclosure Portal.
- Ensuring that the report is raised in good faith and that as much information as possible and to the best of the discloser’s knowledge is provided.

In this procedure, once a QNP employee or entity engaged at QNP makes a report via the QNP Disclosure Portal they become the “Discloser”.

4.2 HSEQ MANAGER

The HSEQ Manager is responsible for developing and maintaining an external disclosure service and making it accessible via SharePoint. The external disclosure service must:

- Allow for disclosures to be raised confidentially and anonymously (if desired),
- Be independent of the business and parent companies,
- Have the functionality to assess, cleanse and allocate disclosures to nominated investigators
- Maintain communication between disclosers and investigators,
- Perform investigations if and when requested.

4.3 QNP CONTACT OFFICER

The Contact Officer is responsible for:

- Taking all reasonable steps to ensure that a discloser is supported and not subject to detriment.

4.4 DISCLOSURE INVESTIGATOR

The Disclosure Investigator is responsible for:

- Carrying out or supervising the investigation of disclosures made under this procedure.
- Ensuring that the investigation is conducted in a fair and confidential manner and that the formality of the investigation is commensurate with the seriousness and nature of the alleged serious misconduct.
- Preparing an investigation report including recommendations to address the serious misconduct.
- Distributing the investigation report to the General Manager (if appropriate to do so).
- Ensuring that appropriate action is taken by the appropriate person in response to the recommendations in the investigation report.
- Keeping the Discloser informed of the progress and outcomes of the investigation.

4.5 DISCLOSURE SERVICE PROVIDER

The Disclosure Service Provider is responsible for:

- Providing a portal where disclosures can be raised.
- Assessing and, where necessary, cleansing a disclosure.
- Allocating and notifying a nominated Disclosure Investigator and Contact Officer of the disclosure.
- Providing support, as required, to the Discloser and Disclosure Investigator.
- Providing an annual utilization report.

5 PROCESS

5.1 REPORTING

5.1.1 INTERNAL

As per the Procedure – Raising and Resolving Grievances – QNP-HR-501601, there are several avenues that an issue can be raised including the Health, Safety and Environment (HSE) Committee, a Manager or the Concern Management System. Refer to Procedure – Raising and Resolving Grievances – QNP-HR-501601 for more guidance.

5.1.2 EXTERNAL – DISCLOSURE PORTAL

If a person becomes aware of an issue or behaviour that may be considered as serious misconduct, they may wish to discuss the matter informally with their Health and Safety Representative (HSR) or a manager prior to raising a formal report.

Where it is not appropriate to discuss the issue with a HSR or a manager, or where a person does not feel comfortable raising the report internally, the report can be made using QNP's Disclosure Portal.

The QNP Disclosure Portal is an external, confidential, and independent disclosure service. Once a report is made, the disclosure service providers will determine whether the issue is serious misconduct and to whom they should allocate the investigation to. It is important that the person making the disclosure provide as much information as possible to assist the disclosure service in making this determination.

A person can make a report in QNP's Disclosure Portal using one of the following methods:

1. Calling the hotline number 1300 687 927 (within Australia)
2. Visiting the QNP Disclosure Portal via <https://www.whistleblowingservice.com.au/qnp/> or the link on QNP SharePoint.

When using the QNP Disclosure Portal, click on the "Make a Report button". Enter the details below and click "Next":

Unique Key – **QNP2021**

Client Reference Number - **jywed2021**

A blank template called "Make a Report" will appear and have the sections described in Appendix B. All sections of this report must be completed in good faith (Refer to Section 5.1.2.1) and to the best of the discloser's knowledge.

5.1.2.1 Reporting in Good Faith

A report may have serious consequences, including potential damage to the career prospects and reputation of people who are the subject of unsubstantiated allegations of wrongdoing. Therefore, it is very important that those who make a report under this procedure do so:

- in good faith, with reasonable grounds for believing that the information is correct or likely to be correct, and
- provide accurate and objective information or identify where this information might be found or from whom it could be obtained from.

QNP takes very seriously all reports made under this procedure. Actions that might undermine the effectiveness of this procedure, include reports or claims:

- that are false or known to be not true,
- that are frivolous or trivial,
- made without facts and/or circumstances that provide a reasonable basis for the report,
- personal grievances that, while important to the Discloser, do not relate to matters covered by this procedure.

5.1.2.2 Discloser Protection and Support

QNP is committed to protecting and respecting the rights of disclosers. Disclosers are entitled to the following protections:

- not having their identity revealed by QNP,
- not having information revealed by QNP that is likely to lead to their identification,
- protection from civil, criminal, or administrative liability for making the disclosure,
- no contractual or other remedy enforced (e.g. dismissal, demotion, alteration of position or duties) due to their disclosure,
- not to suffer any detriment (real or threatened) as a result of the disclosure, and,
- protection from victimisation.

All reasonable steps will be taken by QNP to ensure that all disclosers who make a disclosure are supported and will not be subject to detriment. The discloser will be assigned a QNP Contact Officer who will ensure that the Discloser doesn't suffer detriment and who will provide additional support to the Discloser. Such steps will vary depending on the facts and circumstances but may include:

- an assessment of the risk of detriment and implementation of controls and monitoring to prevent or minimise so far as is reasonably practicable,
- providing the Discloser with details of QNP's Employee Assistance Program,
- making modifications to the way that the Discloser performs their work duties, or
- providing the Discloser with strategies to help them minimise and manage stress, time or performance impacts, or other challenges resulting from the disclosure or its investigation.

Making a disclosure does not necessarily absolve the Discloser from the consequences of any involvement on their own part in the misconduct that has been disclosed.

If a Discloser is concerned that they have suffered any detriment or victimisation as a result of having made a disclosure, they are encouraged to contact their Contact Officer and provide full particulars of what has happened. Disclosers may also wish to seek independent legal advice or contact regulatory bodies such as ASIC if they believe they have experienced any detriment. If a person causes or threatens to cause a Discloser (or any other person) detriment as a result of their disclosure, and QNP fails to take reasonable precautions and exercise due diligence to prevent the detriment, and such person suffers loss, damage or injury as a result, then such person may be entitled to apply to a court for compensation.

Subject to this procedure, a Discloser is protected even if the allegations prove to be incorrect or unsubstantiated. Protection is not available if a disclosure is trivial, or unfounded allegations are made maliciously or when they are known to be false. These may be viewed seriously and may be subject to disciplinary action. Employees and other certain individuals who participate, or assist in, an investigation will also receive the above protections.

QNP will not tolerate any retaliatory action or threats of retaliatory action against a Discloser, or against a Discloser's colleagues, employer (if a contractor, consultant, or supplier) or relatives. Any such retaliatory action or victimisation in reprisal for a disclosure made under this procedure will be treated as serious misconduct and will result in disciplinary action, which may include dismissal. In some circumstance it may be illegal, in which case QNP will notify the police.

5.1.2.3 Anonymous Reporting

The Discloser has the option of making an anonymous disclosure via the QNP Disclosure Portal. The Discloser will be entitled to the Discloser protection and support even if they make the disclosure anonymously. However, Disclosers should be aware that anonymous disclosures may affect the ability for the misconduct to be investigated fully and for the Discloser to receive appropriate protection and support. As such, it is recommended that Disclosers provide enough information to allow for two-way communication with QNP so that QNP can ask follow-up questions or provide feedback. Anonymous two-way communication can be achieved with QNP via:

- The QNP Disclosure Portal, or
- An unidentifiable email address.

A Discloser may choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised. A discloser can refuse to answer questions that they feel could reveal their identity at any time, including during follow-up conversations.

5.1.3 EXTERNAL - REGULATOR

There may be circumstances where a discloser wishes to report serious misconduct directly to a regulatory body, or other external party. Whilst it is within the discloser's rights to do so, QNP requests that it be granted the opportunity to investigate and respond to any report of serious misconduct prior to any external disclosure being made.

5.1.4 EXTERNAL – JOURNALIST OR PARLIAMENTARIAN

Before making a disclosure to a journalist or Parliamentarian a Discloser should understand the criteria for making a public interest or emergency disclosure. A Discloser should contact an independent legal adviser before making a public interest disclosure or an emergency disclosure to a journalist or Parliamentarian. If the criteria for making a public interest or emergency disclosure have not been met, this procedure does not authorise the Discloser to inform external parties of their concern, and it does not offer protection to any Discloser who does so.

5.2 PRE-INVESTIGATION

5.2.1 DISCLOSURE ASSESSMENT AND ALLOCATION

On receipt of a disclosure via the QNP Disclosure Portal, the Disclosure Service Provider will assess the disclosure to determine:

- Anonymity and confidentiality requirements.
- Whether the disclosure meets the definition of 'serious misconduct', or it is reasonable to conclude that the person who made the disclosure believes on reasonable grounds that the information disclosed tends to show serious misconduct.
- The nature of the disclosure – whether that be a system or behavioural issue.

- Conflicts of interest with nominated Disclosure Investigators and Contact Officers.

Further information may be requested by the Disclosure Service Provider from the discloser to conduct the assessment.

If the disclosure satisfies the definition of serious misconduct, it will be allocated to a nominated Disclosure Investigator where there is no conflict of interest. If the disclosure involves all the nominated Disclosure Investigators, the disclosure will be directed to the Chair of the Board. The Disclosure Service Provider will assign a nominated Contact Officer, with no conflict of interest, to the discloser.

If the definition of serious misconduct is not satisfied, the disclosure service will inform the discloser and provide the reasons as to why the disclosure was not allocated and what other courses of action the Discloser may have available to them.

Prior to issuing the disclosure to the Disclosure Investigator, the Disclosure Service Provider may cleanse the disclosure of any identifying information to retain anonymity.

The Disclosure Investigator and Contact Officer will be notified via email and phone of the disclosure and the need to conduct an investigation using the contact details provided during setup.

5.3 INVESTIGATION

5.3.1 TIMING

The Disclosure Investigator has 90 days after the relevant disclosure was allocated to them to complete the investigation. Completion occurs when the Disclosure Investigator has prepared the investigation report. If an extension is required, the Disclosure Investigator must notify the Discloser and the reasons for the extension. The Disclosure Investigator must continue to inform the discloser of the progress of the investigation.

5.3.2 DISCRETION

An investigation is to be undertaken as the Disclosure Investigator sees fit. However:

- At all times procedural fairness must be observed. This requires that each person against whom allegations are made is entitled to:
 - Have the Disclosure Investigator act fairly and without bias in conducting the investigation.
 - Be provided with the substance of allegations and evidence against them if an adverse finding is going to be made about their conduct.
 - Have a reasonable opportunity to respond.
- The formality of the investigation should be commensurate with the seriousness and nature of the alleged serious misconduct and the importance of the evidence.

5.3.3 RECOMMENDED STEPS

1. The Disclosure Investigator will first review the disclosure. The Disclosure Investigator may appoint a person or organisation to assist in the investigations of a matter raised in a disclosure. This may include a technical or professional adviser or the disclosure service

provider. The Disclosure Investigator may wish to use the tools outlined in Procedure – Handling Underperformance – QNP-HR-100054 to conduct the investigation and issue actions.

2. The Disclosure Investigator will determine (and make requests for same):
 - Whether it is necessary to interview the discloser and/or obtain additional clarification or material from the discloser.
 - This may be to seek clarification of the material provided in the disclosure. It will also be necessary to interview the discloser at the end of the process to put to the discloser any proposed findings which are inconsistent with the material provided by the discloser.
 - Preference would be to undertake interviews of the discloser in person however the discloser should be consulted as to his or her preferred method of interview.
 - Where appropriate, questions may be provided in advance of the interview.
 - The Disclosure Investigator may wish to use the
 - What existing records should be reviewed.
 - Which employees or other entities are required to be interviewed, including any employee/s or entity/ies who are the subject of the disclosure (in person or by telephone).
 - Preference would be to undertake interviews in person however the employee or entity should be consulted as to his or her preferred method of interview.
 - Where appropriate, questions may be provided in advance of the interview.

Note:

- The purpose of the investigation is to determine if any serious misconduct has occurred and therefore the initial assessment of the disclosure, and the interviews, review of records and other investigative action undertaken, should focus only on this issue. The serious misconduct may be that contained in the disclosure, or which becomes apparent from information obtained in the course of the investigation.
- There is no power to compel witnesses to attend interviews, answer questions or provide documents but all employees are obliged to use their best endeavours to assist in an investigation.

3. Review records.

4. Conduct interviews (after the disclosure is fully reviewed and all records reviewed to ensure that when a person is interviewed all necessary questions are asked).
 - Ensure that processes are in place so that interviews take place on a confidential basis and on the basis that to the extent possible the confidentiality of both the discloser and any person the subject of the disclosure is preserved.
 - In conducting interviews, the following must be complied with:
 - The interviewee should be informed of the identity and function of each person conducting the interview, the process for the interview the authority of the Disclosure Investigator to conduct the investigation and general information about the process of conducting a disclosure investigation.
 - No recording (visual or audio) should be made without the interviewee's knowledge.
 - The interviewee should be given the opportunity to provide a final statement
 - The interviewee should be advised of their protections. A person is not subject to any criminal or civil liability because the person gives information, produces a document, or answers a question if the person does so in response to a request from the

Disclosure Investigator and the information, document or answer is relevant to the investigation.

5. Decisions on whether evidence is sufficient to prove a fact must be determined on the basis of the balance of probabilities and findings of fact must be based on logically probative and relevant evidence.
6. Records of interviews and document reviews are to be retained by the Disclosure Investigator. A record of an interview should be provided to the interviewee for confirmation of accuracy.
7. Continue to assess at all times:
 - Whether or not to continue the investigation. There are a number of circumstances in which a determination may be made not to continue the investigation. These circumstances include, for example, if:
 - the information does not, to any extent, concern serious serious misconduct;
 - the disclosure is frivolous or vexatious; or
 - it is impracticable to investigate the disclosure for one of a particular list of reasons. The discloser must be informed as soon as reasonably practicable if a decision is made not to investigate the disclosure further. That notification must specify the reasons for the decision and other courses of action under Commonwealth laws that might be available to the discloser.
 - Whether any information should be provided to a regulatory body. This should be done if the person conducting the investigation suspects, on reasonable grounds, that an offence has been committed under a particular Australian law.
 - Whether any information should be provided to any police force. This should be done if the person conducting the investigation suspects, on reasonable grounds, that an offence has been committed under a particular Australian law or if the offence is punishable by imprisonment for 2 or more years.
8. Prepare an investigation written report. The report must cover:
 - The matters considered in the investigation. If parts of the disclosed information were not investigated this should be explained.
 - How long the investigation took.
 - The steps taken to gather evidence and a summary of the evidence.
 - The Discloser Investigator findings, including whether there have been one or more instances of serious misconduct. If the investigation was inconclusive this should be stated.
 - Where disclosable conduct is identified, set out the regulations, rules, administrative requirements or similar matters to which that serious misconduct relates.
 - Any action taken or proposed to be taken to address the findings.
 - Any recommendations for other action.
 - If any claims or evidence of detrimental action against the discloser were found these must be set out, as well as how QNP dealt with this. It is important to consult with the authorised officer who allocated the disclosure and any person involved in the initial risk assessment for the discloser in preparing this part of the report.

5.3.4 SECURITY

All information received, produced, and shared in relation to a disclosure will be stored and transferred in a secure manner. In particular, the Disclosure Investigator will ensure that:

- all paper and electronic documents and other materials relating to disclosures are stored securely e.g. in a locked filing cabinet, and will be retained until they are no longer required and they are legally permitted and/or required to be permanently destroyed;
- all information relating to a disclosure can only be accessed by those directly involved in managing and investigating the disclosure;
- only those people who are directly involved in managing and investigating a disclosure are made aware of a Discloser's identity or information that is likely to lead to the identification of the Discloser;
- communications and documents relating to the investigation of a disclosure are not sent to an email address or to a printer that can be accessed by other QNP employees; and
- each person who is involved in handling and investigating a disclosure is reminded that they should keep the identity of the Discloser and the disclosure confidential and that an unauthorised disclosure of a Discloser's identity may be a criminal offence.

5.4 POST INVESTIGATION

5.4.1 DISTRIBUTION

A copy of the report will be provided to the General Manager (or if the General Manager is the subject of the complaint to Chair of the Board or, failing that, any Board Member who is not the subject of the complaint). The Disclosure Investigator will inform the Discloser of the outcomes of the investigation (with any confidential information redacted) but the Discloser will not necessarily receive a copy of the report. Where the disclosure has been made anonymously, the Disclosure Investigator will provide outcomes to the QNP Disclosure Portal to pass on to the Discloser.

5.4.2 ACTION

The Disclosure Investigator is responsible for ensuring that appropriate action is taken by the appropriate person in response to the recommendations in the investigation report.

If disciplinary action is to be taken this must be done in accordance with the Plan – Human Resource Management – QNP-SHE-400072.

If a systematic issue with the Integrated Management System was identified, it should be investigated and addressed in accordance with the Plan – Concern Reporting and Investigation – QNP-SHE-400047.

5.4.3 REVIEW

After the conclusion of an investigation, if the Discloser has a genuine or reasonable concern that the disclosure has not been adequately dealt with, the Discloser may report these concerns via the QNP Disclosure Portal. The disclosure service will assess, in consultation with the General (or if the General Manager is the subject of the complaint to Chair of the Board or, failing that, any Board Member who is not the subject of the complaint) whether the concerns are genuine and reasonable, and if so, allocate an alternative Disclosure Investigator to further investigate the disclosure.

The General Manager, Chair of the Board or any Board Member is not obliged to reopen an investigation. The General Manager, Chair of the Board or any Board Member can conclude the review if they find that the investigation was conducted properly, or new information is either not available or would not change the findings of the investigation.

A Discloser may lodge a complaint with the relevant government body or regulator such as ASIC or the Queensland Human Rights Commission (if the complaint relates to a breach of the Human Rights Act) if they are not satisfied with the outcome of the investigation or the decision of the General Manager or Chair of the Board.

5.5 PERFORMANCE MONITORING

An annual utilization report will be provided from the Disclosure Service Provider.

6 REFERENCES

6.1 LEGISLATIVE

ASIC Regulatory Guide 270: Discloser Policies
ASIC Information Sheet 238: Discloser Rights and Protections
Corporations Act 2001
Fair Work Act 2009
Privacy Act 1988
Public Interest Disclosure Act 2013 (Cth)
Public Interest Disclosure Act 2010 (Qld)
Taxation Administration Act 1953
Treasury Laws Amendment (Disclosers) Bill 2017

6.2 INTERNAL

Whilst the IMS is being developed these documents are progressively being added or revised in SharePoint. If you have any concerns, please discuss with the HSEQ Team.

Policy – Integrated Management System – QNP-SHE-502539
Plan – Human Resource Management – QNP-SHE-400027
Plan – Concern Reporting and Investigation – QNP-SHE-400047

6.3 EXTERNAL

N/A

APPENDIX A: ABBREVIATIONS AND TERMS

Abbreviation	Definition
IMS	Integrated Management System
EAP	Employee Assistance Program

Term	Definition
Detriment	<p>Includes:</p> <ul style="list-style-type: none"> - dismissal of an employee; - injury of an employee in his or her employment; - alteration of an employee’s position or duties to his or her disadvantage; - discrimination between an employee and other employees; - harassment or intimidation of a person; - harm or injury to a person, including psychological harm; - damage to a person’s property; - damage to a person’s reputation; - damage to a person’s business or financial position; or - any other damage to a person. <p>Administrative action that is reasonable to protect a discloser from detriment (e.g. when the disclosure relates to wrongdoing in the discloser’s immediate work area) will not be considered conduct causing detriment.</p>
Serious Misconduct	<p>Conduct which:</p> <ul style="list-style-type: none"> - is dishonest, fraudulent, or corrupt, including bribery. - is illegal activity (such as theft, violence, harassment or intimidation, criminal damage to property or other breaches of state or federal law). - is unethical or in breach of QNP policies (such as dishonestly altering company records or data, adopting questionable accounting practices or wilfully breaching QNP Code of Conduct or other policies or procedures). - is potentially damaging to QNP; a QNP employee or a third party such as unsafe work practices, environmental damage, health risks or abuse of QNP property or resources. - amounts to an abuse of authority. - may cause financial loss to QNP or damage its reputation or be otherwise detrimental to QNP interests. - involves harassment, discrimination, victimisation or bullying, other than personal work-related grievances as defined in the Corporations Act 2001 (Cth) (Corporations Act); or - involves any other kind of misconduct or an improper state of affairs or circumstances.

APPENDIX B: REPORT TEMPLATE

Make a Report



Create Report

CHOOSE FROM THE FOLLOWING REPORT CATEGORIES *

Please select from the above categories. Should you have items not listed please use the "Other" category. You can at any time request to be contacted for a confidential discussion. In doing so you are confirming you understand that any information collected will be kept in a confidential case file, with access restricted to those who are directly responsible for coordinating and investigation of the matter. To assist in the assessment, and any subsequent investigation of a breach you should include as much information as possible about the suspected wrongdoing: - who was involved - what happened - when it happened - where it happened - whether there were any witnesses, and if so who they are - any evidence that supports the breach, and where the evidence is located - any further information that could help investigate the breach.

Report Details

Please give a factual and detailed description of events that you witnessed or occurred *

Outline of Issue Being Reported - Keep factual and clear *

Summary of Issues that were witnessed

People Present (if any)

Extent of the Problem: Relates to Frequency, Prevalence and Currency of Issue ***Document(s) Available that Support your Report that have been breached. ***

- The organisation (policies, procedures, etc)
- Your work area (policies, procedures, reports, emails, submissions, etc)
- You (notes, comments, etc)
- NIL
- Other
- Not Applicable


Please list any Assets Involved in the Report ***Prevention Elements where the organisation should consider impacts and improvement ***

- Loss recovery
- Loss prevention
- Business improvement
- Hazard or risk reduction
- Efficiency, cost saving, improved revenue
- Other
- Not Applicable

Please provide any supporting evidence you may have that's relevant *

- Physical documentation
- Emails
- Audio or visual recordings
- Records or evidence including where the evidence is stored and the likelihood of destruction or disposal of that evidence
- None
- Not Applicable

Please add any additional content to your report that may not have been actioned**Please upload any files, photo's or scanned documentation to support your report.**



Drop a file here or click to upload
Maximum upload size: 67.11MB

YOUR CONTACT DETAILS

INSERT YOUR FULL NAME

Should you wish to be contacted please fill in your details below.

Phone

Email

Confidentiality | Anonymity | Authority - OPTIONS *

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> CONFIDENTIALITY I have elected to provide my name and/or contact details. I want my details to be kept confidential. | <input type="checkbox"/> ANONYMITY I want my disclosure to be anonymous, even where I have provided my name and/or contact details, I want to remain anonymous. | <input type="checkbox"/> AUTHORITY This disclosure is made on someone else's behalf. The information provided in this disclosure is based on information provided to me. I have recorded the information as provided to me. | <input type="checkbox"/> Not Applicable |
|---|---|---|---|

[Previous](#) [Submit](#)