

# Whistleblower Procedure

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## 1. Our Commitment

Ramelius Resources Ltd and its related companies (Ramelius) are committed to a culture of respect and ethical conduct in the way we work and relate to each other. We recognise the value of keeping the laws and standards that apply to us in our work and encourage everyone to 'speak up' and report actual or potential improper, unethical or illegal conduct. Speaking up helps uncover misconduct that may not otherwise be detected.

This Procedure supports our **RMS Whistleblower Policy** and is underpinned by our corporate values of:

- We **Empower** our people
- We achieve **Fit-for-Purpose** outcomes
- We **Deliver** and do it safely
- We are **Authentic**

These values guide our behaviour and apply to every aspect of our business.

## 2. Purpose

This Procedure is a very important tool for helping Ramelius to identify actual or potential Wrongdoing (as defined in section 6 of this Procedure) that may not be uncovered unless there is a safe and secure means for disclosing it.

Supporting the **RMS Whistleblower Policy**, the purpose of this Procedure is to:

- encourage genuine concerns about potential Wrongdoing in relation to Ramelius to be raised as soon as possible;
- provide guidance in relation to how to raise those concerns, and how they will be investigated and the support available to individuals raising concerns under the **RMS Whistleblower Policy**;
- comply with the legislative requirements under the *Corporations Act* and the *Taxation Administration Act* to ensure statutory protection is afforded to anyone who makes a Protected Report

Nothing in the **RMS Whistleblower Policy** or this procedure is intended to change or take away any other protections which may be available at law. If there is inconsistency between the **RMS Whistleblower Policy**, this procedure and the provision of legislation, the provisions of the legislation will apply to the extent of the inconsistency.

## 3. Application of this Procedure

Like the **RMS Whistleblower Policy**, this Procedure applies to:

- all current, prospective, or former Ramelius employees, including employees who are directors, managers, permanent, part-time, fixed term or temporary students, graduates or secondees;
- all current or former contractors, consultants, service providers, suppliers, or business partners; and
- relatives of any abovenamed persons, as well as the dependents of the individuals listed above or their spouse, as well as any person who is in one of the categories of people set out in section 5

## 4. What Reports are Protected Under the Whistleblower Policy and this Procedure

To be eligible for the legal protections under the Whistleblower Policy and as outlined in this Procedure, you must:

- a. be an eligible Whistleblower (see section 5);
- b. have reasonable grounds to suspect Wrongdoing in relation to Ramelius (see section 6); and

- c. report your concerns to an eligible recipient or certain other persons (see section 8).

If your report meets all three of the above these criteria, it is a Protected Report.

If your report doesn't meet the above criteria, we still encourage you to raise your concerns with us. However, only Protected Reports receive the legal protections outlined in this Procedure.

## 5. Who is an Eligible Whistleblower?

You are an eligible Whistleblower if you are currently, or previously have been:

- a. an officer of Ramelius;
- b. an employee of Ramelius, including any volunteers and work experience students;
- c. a person who supplies goods or services to Ramelius, whether paid or unpaid, or an employee of such a person; or
- d. a spouse, relative or dependent of a person referred to above

## 6. What Must a Whistleblower Report be About?

### 6.1. What is Wrongdoing?

For the report to be a Protected Report, one of the requirements is that the person making the report has reasonable grounds to suspect Wrongdoing is occurring or has occurred. It is not possible to provide an exhaustive list of the activities which should be reported for the purpose of this Procedure.

Generally, Wrongdoing includes any actual or potential conduct which an eligible Whistleblower has reasonable grounds to suspect:

- a. is about misconduct or an improper state of affairs or circumstances concerning Ramelius;
- b. indicates that Ramelius or an officer or employee has engaged in conduct that:
  - (i) involves a breach of or an offence against the Corporations Act, the *Australian Securities and Investments Commission Act 2001* (Cth), the *Banking Act 1959* (Cth), the *Financial Sector (Collection of Data) Act 2001* (Cth), the *Insurance Act 1973* (Cth), the *Life Insurance Act 1995* (Cth), the *National Consumer Credit Protection Act 1973* (Cth), or the *Superannuation Industry (Supervision) Act 1993* (Cth), or regulations made under those laws;
  - (ii) is an offence against any other Commonwealth law that is punishable by imprisonment of a period of 12 months or more;
  - (iii) represents a danger to the public or the stability of, or confidence in, the financial system;
  - (iv) is indicative of systemic issues, dishonest or unethical behaviour or practices;
  - (v) is about misconduct or an improper state of affairs or circumstances in relation to the tax affairs of Ramelius or an associated company which the whistleblower considers may assist to perform the functions or duties in relation to the tax affairs of Ramelius; or
- c. involves the deliberate concealment of information tending to show any of the matters listed above.

These matters are referred to as "Wrongdoing" in this Procedure.

### 6.2. Examples of Conduct that may be Reported as Wrongdoing

Examples of the types of matters that may be reportable as Wrongdoing as part of a Protected Report include, but are not limited to:

- illegal conduct, such as theft, dealing in, or use of illicit drugs, violence or threatened violence, and criminal damage against property
- fraud, money laundering or misappropriation of funds

- offering or accepting a bribe
- covering up fraud in financial reports
- unsafe work practices, breaches of the Company Code of Conduct (including sexual harassment), policies or procedures or legal obligations
- failure to comply with, or breach of, legal or regulatory requirements
- not properly responding to a serious safety issue
- insider trading
- unethical, dishonest, fraudulent, corrupt or unlawful acts or conduct that may cause reputational, financial or non-financial loss or damage to the Ramelius
- taking or threatening to take detrimental action against a person who has made a disclosure or is suspected to have made, or planning to make a disclosure
- deliberate concealment of information tending to show any of the matters listed above

The list above is provided as examples only, it is not possible to provide an exhaustive list of the conduct that may be reported as Wrongdoing for the purpose of this Procedure.

Generally, Wrongdoing does not include personal work-related grievances. See section 7 below for what should be done if you have a personal work-related grievance.

## **7. What Should I do if I have a Personal Work-Related Grievance?**

- a. We encourage everyone to speak up about concerns. However, reports that relate solely to personal work-related grievances are not generally considered to be Wrongdoing and are therefore not covered by the Whistleblower policy.
- b. Personal work-related grievances typically relate to an individual's current or former employment arrangements, performance, remuneration outcomes or personal circumstances that do not have significant implications for the organisation (for example, an interpersonal conflict between you and another employee).
- c. Personal work-related grievances should be raised internally with immediate managers and escalated accordingly.
- d. There may be some instances where a personal work-related grievance also has significant implications for Ramelius, and in these circumstances the grievance will be treated as Wrongdoing in accordance with this policy. For example, a personal work-related grievance may still qualify for protection if it is bundled with a report of illegal activity or if it includes information about Wrongdoing beyond an individual's personal circumstances, demonstrates a systemic issue within Ramelius or has significant implications for the organisation. Any report of causing detriment to a person in breach of this policy is also Wrongdoing and will be addressed in accordance with this policy. Section 9 provides more information about detriment.

However, to the extent that a complaint involves other personnel who may have been subjected to inappropriate behaviour or is suggestive of broader systemic issues within Ramelius related to bullying, harassment or discrimination that are likely to have significant implications for Ramelius, this may qualify as a Protected Report.

## **8. Making A Whistleblower Report**

### **8.1. How Can A Whistleblower Report Be Made?**

We encourage you to report suspected actual or potential Wrongdoing to us as soon as you become aware of it.

You are encouraged to make a report to one of our Disclosure Officers who are authorised by Ramelius to receive Whistleblower reports.

**Table 1: Ramelius Disclosure Officers**

Name	Role	Email	Telephone
Tim Hewitt	Chief Operating Officer	timothyhewitt@rameliusresources.com.au	+61 477 763 102
Darren Millman	Chief Financial Officer	darrenmillmanrameliusresources.com.au	+61 472 760 133
Peter Ruzicka	EGM Exploration	peterruzicka@rameliusresources.com.au	+61 437 510 693
Richard Jones	Company Secretary	richardjones@rameliusresources.com.au	+61 488 125 121
Kim Boekeman	EGM Human Resources	kimboekeman@rameliusresources.com.au	+61 461 373 589
Alan Thom	Chief Development Officer	alanthom@rameliusresources.com.au	+61 409 685 614

You can also make a report in person, in writing, verbally or by telephone directly to any of the people listed in 15 **Error! Reference source not found.**

Alternatively, you may make a report using our whistleblowing service, “**Your Call**”. Your Call is an external, independent provider that provides confidential reporting of Whistleblower concerns related to the policy and this procedure.

Reporting to Your Call also enables your report to be made anonymously if you choose to do so.

You can make a Whistleblower report to Your Call:

- a. Online: <https://www.yourcall.com.au/report>. You will be required to enter Ramelius’ unique identifier code RMS.
- b. By phone using Your Call’s external reporting hotline: 1300 790 228 (9am to midnight AEST on business days).

### How to use Your Call if you have a speech or hearing impairment

If you are deaf or have a hearing or speech impairment, you can contact Your Call online. If you would like to contact Your Call by phone, you can do so through the National Relay Service. Simply choose your contact method at [www.relayservice.gov.au](http://www.relayservice.gov.au) and request Your Call’s hotline 1300 790 228.

Disclosures can be made anonymously and still be protected under the *Corporations Act*.

## 8.2. Can I Remain Anonymous When Making A Report?

- a. You can remain anonymous when making a Protected Report. There is no requirement to provide your name or identify yourself at any stage during the reporting or investigation process. You can also decide not to answer questions that you feel may reveal your identity. You can also choose to provide your identity to the person that you are making the report to but not consent to them sharing your identity with anyone else.
- b. We will respect your right not to identify yourself. However, if you choose to remain anonymous, this may affect the ability of Ramelius to investigate and properly communicate with you about the report.
- c. Ramelius encourages a discloser who would prefer to remain anonymous to maintain ongoing two-way communication with Ramelius so that Ramelius can ask follow-up questions and provide feedback. This can also be done using the Your Call service.

## 8.3. Disclosure To Be Made with Reasonable Grounds

To obtain whistleblower protection under the legislation, you must have reasonable grounds to suspect that the information you are disclosing about the company or organisation concerns:

- misconduct, or
- an improper state of affairs or circumstances.

'Reasonable grounds' means that a reasonable person in your position would also suspect the information indicates misconduct or a breach of the law.

You do not need to prove the allegations, but you are encouraged to provide evidence in support of your disclosure if it is safely available. An eligible whistleblower can still qualify for protection even if their Protected Report turns out to be incorrect or unsubstantiated provided they have a reasonable basis for making the report.

#### **8.4. False Reporting**

False reporting will be treated seriously. If we find that you have intentionally made a false report (for example, if you know a report is untrue and you report it to harm, annoy, or cause distress to someone), we may take disciplinary action against you, which may include termination of your employment or engagement with us.

## **9. Protection And Support Available To Whistleblowers**

If you make a Protected Report, you are entitled to the benefit of certain protections in accordance with the *Corporations Act* or the *Taxation Administration Act* and these protections are detailed in this section below. These protections do not prevent a Whistleblower from being liable for any involvement in the Wrongdoing that is the subject of the Protected Report. Disclosures that are not about 'disclosable matters' do not qualify for protection under the *Corporations Act*.

### **9.1. Protecting The Whistleblower's Identity**

- a. If you make a Protected Report, your disclosure will be treated as confidential in accordance with legal requirements.
- b. If you make a Protected Report, it is illegal for a person to disclose your identity or information that is likely to lead to identification of your identity, unless:
  - (i) you give your consent;
  - (ii) the disclosure is required by law; or
  - (iii) the disclosure is made to:
    - a professional legal advisor (including Ramelius' legal team) for the purpose of obtaining legal advice or representation; or
    - authorised regulatory bodies, such as ASIC, APRA or a member of the Australian Federal Police
- c. However, a person who is dealing with a Protected Report may disclose information that is reasonably necessary for the purposes of investigating the report. If this happens, reasonable steps will be taken to reduce the risk that you will be identified as a result of the report (for example by removing your personal information or other details that are likely to identify you). There may also be circumstances where Ramelius is required to disclose the information to a court or tribunal, where the court or tribunal considers it necessary in the interests of justice or to give effect certain provisions in the *Corporations Act*.
- d. To maintain confidentiality of a Whistleblower's identity, Ramelius will (for example):
  - (i) ensure personal information or references to the Whistleblower's identity is redacted in all investigation and reporting documents;
  - (ii) refer to the Whistleblower in gender-neutral terms;
  - (iii) ensure that the information a Whistleblower provides and all materials relevant to a Protected Report are held securely with access limited only to the individuals necessary to investigate your Protected Report, and to support and protect the Whistleblower; and
  - (iv) take reasonable steps to ensure personnel understand the requirements of this policy.

- e. You should also be aware that during an investigation, it may be necessary for us to tell the people who are believed to be involved in the Wrongdoing about the alleged Wrongdoing. This is to ensure a fair investigation and provide those people with an opportunity to respond to the allegations. Although we will not tell these people your identity unless you give consent, it is possible that the details of the report may lead them to believe that they know the identity of the Whistleblower.
- f. Any breach of confidentiality will be treated as a serious matter and may be the subject of disciplinary action up to and including dismissal or termination of engagement with Ramelius. Breaches of Whistleblower confidentiality requirements may also be an offence under the Corporations Act and the Taxation Administration Act and serious penalties apply for both individuals and corporations.
- g. If you believe your confidentiality as a Whistleblower has been breached, you can make a complaint to one of the Disclosure Officers listed in section 8.1 or by contacting Your Call. You can also lodge a complaint with ASIC, APRA or the ATO.

## 9.2. Protection Against Detrimental Conduct

- a. Ramelius is committed to protecting the rights of Whistleblowers who have made Protected Reports and will not tolerate any detriment or threats of detriment against them or any other person (e.g., suspected whistleblowers or people who participate in investigations).
- b. It is an offence under the Corporations Act and the Taxation Administration Act to cause, or threaten to cause, detriment to a person because they or someone else has made, may have made, proposes to make or could make a Protected Report and serious penalties apply. The offence and penalty require that the detriment be the result of an actual or suspected whistleblower disclosure. A person who is subject to such detriment may also seek compensation or other remedies from a Court if they have suffered loss, damage or injury because of a Protected Report or because we failed to take reasonable precautions and exercise due diligence to prevent the detriment.
- c. "Detriment" includes dismissal or alteration of the employment of a Whistleblower; to the Whistleblower's disadvantage; discrimination; harassment or intimidation; harm or injury (including psychological harm); damage to property, reputation, business or financial position of a Whistleblower; or any other damage to the Whistleblower.
- d. The following actions are not considered to be detriment:
  - (i) reasonable administrative action taken to protect a Whistleblower from detriment (e.g., relocating them to another office to prevent victimisation);
  - (ii) managing unsatisfactory work performance of a Whistleblower, in line with Ramelius' usual performance management framework.
  - (iii) Ramelius will protect Whistleblowers from detriment arising from making a Protected Report by (for example):
    - (iv) conducting a risk assessment of the disclosure to manage the risk of detriment to the Whistleblower;
    - (v) where applicable, making such reasonable adjustments as required to allow the Whistleblower to perform their duties at work without being potentially exposed to detriment (e.g. by changing reporting lines or location).
- e. If you believe you have suffered detriment, you can make a complaint to one of the Disclosure Officers listed in section 8.1 or by contacting Your Call. You can also lodge a complaint with ASIC, APRA or the ATO

## 9.3. Protection For Whistleblowers Against Legal Action

If you make a Protected Report, you are protected from the following legal actions for doing so:

- a. Civil liability (e.g., any legal action against you for breaching an employment contract, a duty of confidentiality or another contractual obligation);

- b. Criminal prosecution (e.g., legal action against you for unlawfully releasing information, or other use of the Protected Report against you in a criminal proceeding (other than for making a false disclosure); and
- c. Administrative liability (e.g., disciplinary action for making the Protected Report).

You are still responsible for your own actions. These protections do not prevent action being taken against you for any Wrongdoing that you are involved in that is revealed in your report.

#### **9.4. Other Support Available For Whistleblowers**

- a. We will support you while your Protected Report is being handled by Ramelius.
- b. If necessary, Ramelius will appoint a Protection Officer to arrange or coordinate support and protection for Whistleblowers who have made or are in the process of making a Protected Report. A Whistleblower can contact a Discloser Officer to discuss how a Protection Officer may be able to provide support and protection.
- c. The role of the Protection Officer is to:
  - (i) assess the immediate welfare and protection needs of a Whistleblower;
  - (ii) safeguard the interests of a Whistleblower in accordance with this policy and the law; and
  - (iii) address any issues or concerns of detriment.
- d. Employees may also contact our Employee Assistance Program: (AUS) Free call 1800 30 30 90.

## **10. How We Handle Protected Reports**

Any person who receives a Whistleblower report made under this policy must ensure that the report is managed in compliance with this policy and any relevant procedures. This is to ensure that the protections available for the Whistleblower are not compromised and that Ramelius meets its legal obligations.

### **10.1. How Do We Investigate Reports Of Wrongdoing?**

- a. Reports of alleged Wrongdoing will be treated seriously and where appropriate will be thoroughly investigated by Ramelius in accordance with this procedure.
- b. After receiving a report about Wrongdoing, we will assess the information provided to determine whether it is a Protected Report, how it will be handled and whether an investigation is required. The precise steps to be taken to investigate a report will differ in individual cases but may include:
  - (i) appointment of an internal or external investigator (if it has been determined that an investigation is required);
  - (ii) the investigator or other person asking the Whistleblower whether they consent to their identity being disclosed to investigate the report;
  - (iii) interviewing the Whistleblower and any other relevant person to obtain information about the report;
  - (iv) review of relevant documents and other information in relation to the report;
  - (v) the investigator making findings regarding the conduct reported.
- c. Generally, if the Whistleblower can be contacted, we will confirm receipt of their disclosure within 2 Business Days. The investigation of a Protected Report will commence as soon as reasonably possible from the date we receive it. However, there may be reasons why an investigation may take longer. If we think there might be a delay with the investigation, we will tell the person who made the Protected Report (where possible).
- d. Where possible and assuming that the identity of the Whistleblower is known, the Whistleblower will be kept informed of when the investigation process has begun, while the investigation is in progress and after the investigation has been finalised, subject to confidentiality and privacy considerations.

- e. Ramelius may decide to take action in response to any findings which may include, but is not limited to, disciplinary action, reporting the matter to an appropriate regulator, conducting training or addressing procedural and policy deficiencies.

## 10.2. Treatment Of Employees Who Are The Subject Of A Whistleblower Report

Ramelius will take all reasonable steps to ensure that any employee who is the subject of a Protected Report is afforded fair treatment and an impartial investigation in accordance with this Procedure and the **RMS Whistleblower Policy**. Generally, when an investigation is conducted, employees who are the subject of a Protected Report may be, within the constraints of confidentiality:

- a. told about the substance of the allegations;
- b. given a fair and reasonable opportunity to respond to the allegations before the investigation is finalised; and
- c. informed about the findings of the investigation and given an opportunity to respond to those conclusions before any action is taken against them (subject to legal, privacy and confidentiality requirements).

## 11. Reporting To The Board

The Board (or Audit Committee) may be provided with details of the Whistleblower report and any findings made to ensure appropriate oversight of reports and investigation of matters reported under the **RMS Whistleblower Policy** and Process.

If the Whistleblower does not provide consent for their identity to be disclosed, those persons within Ramelius who are handling the report may disclose information to the Board that is reasonably necessary for the purposes of investigating the report, provided that all reasonable steps are taken to reduce the risk that the Whistleblower will be identified as a result of the report.

## 12. Review, Access, Training And Further Information In Relation To This Policy

- a. The **RMS Whistleblower Policy** and this Procedure will be available to officers and employees of Ramelius in SharePoint under *RMS Group > Governance*. A copy will also be available on our website to ensure it is accessible for all eligible whistleblowers.
- b. The **RMS Whistleblower Policy** and this Procedure may be reviewed and amended from time to time and will be reviewed by Ramelius at least every two years.
- c. The Company Secretary will be responsible for conducting upfront and ongoing education and training on the whistleblower policy, processes and procedures to all officers and employees.
- d. If you require further information about the **RMS Whistleblower Policy** or this Procedure, or how to make a Protected Report, you can contact the Company Secretary.

## 13. Relationship To Other Policies

This Procedure forms part of Ramelius' whistleblowing management system, risk management system and corporate governance framework. Related documents and resources include:

**RMS Whistleblower Policy**

**RMS Code of Conduct Policy**

**RMS Workplace Behaviour Procedure**

**RMS Discipline Management Procedure**

**RMS Diversity & Inclusion Policy**

## RMS Anti-Bribery & Corruption Policy

Policies are available on Ramelius SharePoint under *RMS Group > Governance > Policies & Statements*.

## 14. Definitions

**Table 2:** Definitions

Term	Definition
APRA	Australian Prudential Regulation Authority
ASIC	Australian Securities and Investments Commission
ATO	Australian Taxation Office
Corporations Act	<i>Corporations Act 2001</i> (Cth)
Detriment	An Eligible Recipient appointed by Ramelius as the preferred recipient of internal disclosures made under this policy. The Disclosure Officers' details are set out in section 8.1
Disclosure Officer	Defined in section 4
Protected Report	Defined in section 4
Taxation Administration Act	<i>Taxation Administration Act 1953</i> (Cth)
Whistleblower	A person who falls within one of the categories described in section 5 of this policy and who reports Wrongdoing to one of the people described in section 8.1
Wrongdoing	Defined in section 6

## 15. Appendix 1 – To Whom can a Whistleblower Report be Made?

To be protected, the report may be made to one of the following people:

- A Disclosure Officer, as specified in section 8
- Ramelius' external whistleblowing service, Your Call, as specified in section 8
- A director or officer of Ramelius or one of the following senior managers:
  - Chief Operating Officer;
  - Chief Financial Officer;
  - EGM Exploration;
  - Company Secretary & EGM Legal, Risk and Sustainability;
  - EGM Human Resources
  - Another officer or senior manager of Ramelius who makes, or participates in making decisions that affect the whole, or a substantial part, of the business of Ramelius or who has the capacity to significantly affect its financial standing.
- For reports in relation to taxation matters only:
  - Chief Financial Officer
- In accordance with the *Corporations Act*, a whistleblowing report may also be made externally to one of the following:
  - A legal practitioner for the purposes of obtaining legal advice or legal representation about the operation of the whistleblower provisions in the *Corporations Act*;
  - ASIC, APRA or a Commonwealth authority prescribed under the *Corporations Act*;
  - An actuary, auditor or member of an audit team conducting an audit of Ramelius.
- A report under the *Taxation Administration Act* may also be made externally to the Commissioner for Taxation or a registered tax agent or BAS agent who provides tax agent services to Ramelius

### Public Interest Disclosures

Protections can also apply to you if you make a whistleblower report to a journalist or a member of the Commonwealth Parliament or a state or territory parliament (Parliamentarian) however, this is only in certain limited circumstances. You may make a disclosure in the public interest to a Parliamentarian or a journalist if:

- you have previously made that disclosure to ASIC, APRA or another Commonwealth body prescribed by regulation; and
- at least 90 days have passed since the disclosure was made and you do not have reasonable grounds to believe that action is being, or has been, taken to address the misconduct to which the previous disclosure related; and
- you have reasonable grounds to believe that making a further disclosure of the misconduct would be in the public interest; and
- after the end of the 90-day period you notify the body to whom you made the disclosure (ASIC, APRA or other Commonwealth body) in writing with sufficient information to identify the previous disclosure, and state your intention to make a public interest disclosure to a Parliamentarian or a journalist; and
- the extent of the information disclosed in the public interest disclosure is no greater than is necessary to inform the recipient of the misconduct or the improper state of affairs or circumstances.

### Emergency disclosures

You may make an emergency disclosure to a member of parliament or a journalist if:

- you previously made that disclosure to ASIC, APRA or another Commonwealth body prescribed by regulation;
- you have reasonable grounds to believe that the information concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment;
- you notify the body to whom you made the disclosure (ASIC, APRA or other Commonwealth body) in writing with sufficient information to identify the previous disclosure, and state that you intend to make an emergency disclosure to a Parliamentarian or a journalist;
- the extent of the information disclosed in the emergency disclosure is no greater than is necessary to inform the recipient of the substantial and imminent danger

It is important to understand that a report may only be made to a journalist or a Parliamentarian in the circumstances described above. You should seek independent legal advice before making a public interest disclosure or an emergency disclosure to a Parliamentarian or a journalist.