

Whistleblower Policy

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1 Purpose

AMPC is committed to fostering a supportive and open environment for our employees and stakeholders. As part of our commitment, we encourage individuals with concerns about any actual or suspected improper conduct or state of affairs or circumstances to come forward and make a disclosure.

An effective whistleblower policy is crucial to good corporate governance and will help us maintain a high standard of lawful and ethical conduct in our workplace and business activities.

The purpose of this Policy is to ensure that AMPC has adequate systems in place to report any concerns of unethical, improper, dishonest or illegal conduct or activity that employees or stakeholders may observe. We wish to deter any wrongdoing and instil a culture of compliance within AMPC while providing transparency with regards to our framework for receiving, handling and investigating disclosures.

This Policy provides an Eligible Person with a secure means of reporting and protects them from intimidation, disadvantage or reprisal.

This Policy has been adopted to ensure that individuals feel comfortable making a disclosure and that they are aware of the criteria for a discloser to qualify for protection as a whistleblower under the corporate whistleblower protections regime.

2 Scope

- 2.1 Eligible Persons include all AMPC officers, employees and Directors, as well as AMPC suppliers of goods or services (whether paid or unpaid, such as contractors, consultants and business partners) who wish to report a Disclosable Matter or other wrongful conduct regarding our activities. Also included are relatives, dependants or spouses of those persons.
- 2.2 This Policy does not deal with personal work-related grievances which are outlined in section 4.7 of this Policy.

3 Responsibilities

3.1 Employee Responsibilities

At AMPC, it is expected that employees will:

- Familiarise themselves with the contents of this Policy;
- Act in a manner that fosters a culture of ethical behaviour and good corporate governance;
- Ensure they have reasonable grounds on which to base the allegation(s) when making a disclosure under this Policy;
- Not victimise or cause a person to suffer detriment where a person makes or proposes to make a disclosure under this Policy; and
- Understand that they have an important role in contributing to a positive culture by reporting any concerns in a timely manner.

3.2 Officers, Managers and Senior Management Responsibilities

Officers, Managers and Senior Management are required to:

- Promptly advise the Whistleblower Protection Officer of any disclosure;
- Ensure that they comply with their obligations under the Whistleblower laws in relation to confidentiality of an Eligible Person's identity, upon receiving an anonymous disclosure;
- Provide any person making an allegation of Misconduct with a clear framework within which to make that allegation as a Protected Disclosure;
- Provide Eligible Persons with a clear understanding of how allegations will be handled;
- Protect Eligible Persons from victimisation and retaliation;
- Support Eligible Persons throughout the reporting process; and
- Afford natural justice and procedural fairness to anyone who is the subject of an allegation of Misconduct.

3.3 AMPC Responsibilities

AMPC is required to:

- Foster a culture of ethical behaviour and good corporate governance;
- Provide reasonable protections for an Eligible Person who, acting honestly with genuine or reasonable belief that the information in the allegation is true or likely to be true, raises concerns about Misconduct; and
- Ensure allegations of Misconduct are properly and lawfully investigated and addressed.

3.4 Whistleblower Protection Officer

The Whistleblower Protection Officer is required to:

- Receive all disclosures from employees, management or the independent Whistleblower service and acknowledge receipt with the complainant (if possible);
- Appropriately investigate all disclosures;
- Ensure that AMPC and its employees comply with their obligations under the Whistleblower Laws;
- Not victimise or cause a person to suffer detriment where a person makes or proposes to make a disclosure under this Policy;
- Ensure the principles of natural justice are applied to the respondent(s) of any disclosure and investigation;
- Alert the Chief Executive Officer regarding all disclosures. If the disclosure is in relation to the Chief Executive Officer, then escalate to the Chair of the Board of Directors. If the disclosure is in relation to the Chair of the Board of Directors, then escalate to the Nominations & Remuneration Committee; and
- Make initial enquiries relating to the disclosure and initiate an independent investigation if required and provide the investigation report to the Board of Directors.

4 Conduct to be reported/disclosed

4.1 AMPC is committed to identifying and appropriately managing conduct which may be considered or anticipated as illegal, fraudulent, dishonest, corrupt or unethical.

4.2 The following examples are the types of conduct that should be reported or disclosed:

Type of conduct	Examples of conduct
Illegal, fraudulent, dishonest, corrupt or unethical conduct	<ul style="list-style-type: none"> • Engaging in deceptive conduct or other inappropriate activity to obtain a personal benefit or cause detriment to AMPC or its assets • Giving, receiving or soliciting a bribe, or accepting an unlawful payment or other benefit from a supplier or other third party • Any criminal offence including theft, embezzlement, illicit drug taking and forgery
Accounting and reporting issues	<ul style="list-style-type: none"> • Falsification or unauthorised alteration of accounts or any business document • Fraud or deliberate error in the preparation, review or audit of financial statements • Fraud or deliberate error in the recording and maintaining of financial records and / or reports
Environment, health and safety issues	<ul style="list-style-type: none"> • Conduct involving a substantial risk to health or safety in the workplace • Conduct involving a substantial risk to the environment or to public health and safety
General	<ul style="list-style-type: none"> • Any conduct which has the potential to damage AMPC's reputation • Non-compliance with legal, contractual or regulatory obligations • Unfair or unethical dealing with a member / customer • Unethical or improper conduct, including breaches of AMPC policies and / or Code of Conduct

4.3 Disclosures that will qualify for protection

We encourage Eligible Persons to report any instances of actual, suspected or anticipated Misconduct or wrongdoing where they have reasonable grounds to do so.

The types of wrongdoing which qualify for protection under the Whistleblower protection regime (Disclosable Matter) involve:

- a) Information that concerns Misconduct or an improper state of affairs or circumstances in relation to AMPC or any related body corporate;
- b) Information that indicates that AMPC (or its officers and employees) have engaged in conduct that:
 - a. Constitutes an offence against or a contravention of a provision under the Corporations Legislation;
 - b. Constitutes an offence against or a contravention of any Commonwealth law that is punishable by imprisonment for a period of 12 months or more;
 - c. Represents a danger to the public or the financial system; or
 - d. Is prohibited by regulation.

Some examples of conduct which is a Disclosable Matter include:

- a) Fraud or negligence by AMPC or its Directors, management or employees;
- b) Business practices which may cause harm to customers or conduct which represents a danger to the public, such as a violation of human rights;
- c) Unlawful activity such as bribery, money laundering, corruption, secret commissions or threatening behaviour;
- d) Improper use of confidential information, including improper use of AMPC's customer database for commercial means and / or personal gain; or
- e) Engaging in or threatening to engage in detrimental conduct against a person who has made a disclosure or is believed or suspected to have made, or is planning to make, a disclosure.

4.4 Does there need to be a breach of law?

It is not necessary for the wrongful activity to be unlawful or involve contravention of any particular law in order to qualify for protection under the corporate Whistleblower protection regime. Conduct which is lawful may still qualify for protection where it involves Misconduct or some sort of improper state of affairs or circumstances in relation to AMPC.

If the disclosure is found to be incorrect, the discloser may qualify for disclosure under the Whistleblower protection regime if the discloser had reasonable grounds to suspect that the disclosure was correct.

4.5 Other types of wrongdoing that should be reported

Other types of conduct which may not qualify for protection under the corporate Whistleblower protection, but which should still be reported include:

- Favourable treatment of certain customers for personal benefit;
- Using AMPC's customer database for personal gain; and

- Sharing AMPC's research and development specific information with competitors for personal gain.

4.6 If the disclosure does not qualify as a Disclosable Matter, the discloser may still be entitled to protections under other legislation, such as the Fair Work Act 2009 (Cth).

4.7 Personal work-related grievances:

Disclosures that relate solely to a personal work-related grievance, and that do not relate to detriment or threat of detriment to the discloser, do not qualify for protection under the Whistleblower protection regime.

A personal work-related grievance is one that relates to the discloser's current or former employment and has, or tends to have, implications for the discloser personally, but does not have any significant implication for AMPC (or another entity) or relate to any conduct or suspected conduct about a Disclosable Matter.

Examples of personal work-related grievances may include:

- a) An interpersonal conflict between the discloser and another employee;
- b) A decision about the engagement, transfer or promotion of the discloser;
- c) A decision about the terms and conditions of engagement of the discloser; or
- d) A decision to suspend or terminate the engagement of the discloser, or otherwise to discipline the discloser.

A disclosure about, or including, a personal work-related grievance may still qualify for protection if:

- a) It includes information about Misconduct which is accompanied by a personal work-related grievance (mixed report);
- b) AMPC has breached employment or other laws punishable by imprisonment for a period of 12 months or more, engaged in conduct that represents a danger to the public, or the disclosure relates to information that suggest Misconduct beyond the discloser's personal circumstances;
- c) The discloser suffers from or is threatened with detriment for making a disclosure; or
- d) The discloser seeks legal advice or legal representation about the operation of the Whistleblower protections under the Whistleblower protection regime.

Refer to the *Grievance Procedure* for personal work-related grievances.

5 How to make a report of Whistleblowing

In order to qualify for protection, the disclosure must relate to a Disclosable Matter and must be made to an Eligible Recipient. AMPC encourages Eligible Persons to make a disclosure internally in the first instance. However, if they do not feel comfortable making a report or disclosure internally, then there are various external options available.

5.1 Internal Disclosures:

- a) Eligible Recipients include the Board representatives, Chief Executive Officer, Human Resources or Corporate Services Manager. The details of AMPC Eligible Recipients are in Schedule 2.

- b) Alternatively, if the employee is not comfortable to discuss the matter internally, an external third-party Eligible Recipient is available to take contact details and they will return calls or messages within 24 hours for a confidential and impartial discussion. Reports can be made 24 hours a day to Integrity Line at <https://integrityline.com.au/> or over the phone on 1800 468 456 during working hours. Disclosures made to Integrity Line will be forwarded to the Whistleblower Protection Officers or escalated as appropriate.
- c) Include as much specific detail as possible in the report to allow an investigation to be conducted.

Refer to 5.3 for other External Disclosure options.

5.2 Anonymous Disclosures:

- a) Protected Disclosures can be made anonymously by submitting a disclosure directly to the above listed Eligible Recipients in 5.1. While AMPC will not investigate the identity of an Eligible Person who makes an anonymous Protected Disclosure, it is the Eligible Person's responsibility to manage their anonymity in submitting their disclosure by expressly stating that their disclosure is being submitted on an anonymous basis.
- b) The Eligible Person's identity should not be easily identifiable. For example, the discloser should not submit a disclosure from an email address which contains their name. If the discloser wishes to make an anonymous disclosure, they can do so by adopting a pseudonym.
- c) All disclosures will be treated confidentially by our Whistleblower Protection Officer. Anonymous disclosures will not disqualify disclosers from gaining protection under the Whistleblower protection regime if the disclosure is a Protected Disclosure.
- d) If an investigation is required, the Eligible Person can choose to remain anonymous over the course of the investigation and after the investigation is finalised. In addition, the Eligible Person may refuse to answer questions if they feel that doing so could reveal their identity.

5.3 External disclosures:

- a) Disclosable Corporate Matters may be disclosed to ASIC or APRA in the event the discloser does not feel comfortable making a disclosure internally.
- b) Disclosable Tax Matters may be disclosed to an Eligible Tax Recipient. Please see the definitions in Schedule 1 for more information about Disclosable Tax Matters and Eligible Tax Recipients.
- c) In these circumstances, the disclosure will qualify as a Protected Disclosure, provided it relates to a Disclosable Matter.
- d) There are various external support services available where a disclosure does not relate to a Disclosable Matter. Please refer to Schedule 3 for contact details for various support services.

5.4 Deliberate false reporting

Whilst we encourage individuals to come forward if they suspect any wrongdoing, AMPC strongly discourages any deliberate or false reporting. The discloser must not knowingly make false or vexatious allegations that they know to be untrue.

6 Confidentiality

6.1 AMPC will not disclose the identity of the Eligible Person or information that is likely to lead to the identification of the Eligible Person, unless:

- a) It discloses such information to an appropriate regulatory body or a member of the Australian Federal Police;
- b) It discloses such information to a Commonwealth authority, or State or Territory authority, for the purpose of assisting the authority in the performance of its functions or duties;
- c) It discloses such information to a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to the operation of the Whistleblower Laws;
- d) The disclosure of that information is made with the consent of the discloser; or
- e) It discloses information, but not including the identity of the Eligible Person, for the purposes of investigating the conduct disclosed.

AMPC requires that where an officer or employee of AMPC receives a Protected Disclosure, that person must not disclose the identity of the Eligible Person or information that is likely to lead to the identification of the Eligible Person unless one of the above exceptions applies or it is for the purposes of an investigation.

7 How we handle disclosures

7.1 Role of the Whistleblower Protection Officer

The Human Resources or Board Member (as appropriate) will act as the Whistleblower Protection Officer and is responsible for:

- a) Coordinating the investigation into any report received from an Eligible Person;
- b) Documenting and handling all matters in relation to the report and investigation; and
- c) Finalising all investigations.

All Whistleblower notices will also be reported to the Audit & Risk Committee at each meeting and between meetings as necessary to ensure if any are directed against the Whistleblower Protection Officer, investigative resources are reallocated, and the investigation will be undertaken by the Nominations and Remuneration Committee /Audit & Risk Committee.

7.2 Timely review of reported conduct

All reports (including Protected Disclosures) will be reviewed to determine whether the report qualifies for protection and whether a formal investigation is required. While the timeframe may vary depending on the nature of the report, AMPC will aim to finalise its decision on whether there will be an investigation as soon as possible after the disclosure, and contingent on having sufficient information provided through the disclosure process.

7.3 Investigation

- a) The Whistleblower Protection Officer is responsible for determining the scope of, and resources applied to, each investigation. All investigations will be conducted in a fair, independent and timely manner and all reasonable efforts will be made to preserve confidentiality during the investigation.

- b) If the report is not anonymous, the Whistleblower Protection Officer will contact the discloser to discuss the investigation process and any other relevant matters. They might ask for consent to disclose information reasonably necessary after taking all reasonable steps to reduce the risk that the discloser will be identified. Without the discloser's consent, their identity must not be disclosed during any investigation process.
- c) While the timeframe may vary depending on the nature and complexity of the disclosure, AMPC will aim to finalise their investigation within 90 days of receiving the disclosure.
- d) If AMPC is able to contact the discloser, they will provide regular updates during the key stages of the investigation, such as when the investigation has begun, its progress, and after the investigation has been finalised. In doing so, AMPC will ensure that the discloser's anonymity is not compromised where the discloser has chosen to remain anonymous.
- e) Frequency of updates on the investigation will vary depending on the nature of the disclosure.
- f) While the method for documenting and reporting the findings of an investigation will depend upon the nature of the disclosure, once the investigation is complete, a report will be prepared which will document the findings from the investigation.

8 Whistleblower protection

8.1 No personal disadvantage will be taken against an Eligible Person. Disadvantage includes dismissal or demotion, any form of harassment and discrimination or any form of bias. AMPC will protect the interests of an Eligible Person in accordance with this Policy and any applicable legislation.

8.2 Protections available to Eligible Persons

- a) Eligible Persons who make a Protected Disclosure will be entitled to the protections under the corporate Whistleblower protection regime. Protected Disclosures are disclosures about certain types of wrongdoing which are made to an Eligible Recipient, such as our Whistleblower Protection Officer, ASIC or APRA.
- b) If the disclosure is a Protected Disclosure, AMPC has a responsibility to protect Eligible Persons from victimisation. It is a criminal offence for an individual to threaten an Eligible Person or cause an Eligible Person to suffer detriment, and the individual may be required to pay a civil penalty and / or compensation to the Eligible Person. This includes where a Protected Disclosure had not actually been made, but that the would-be victimiser suspects that a Protected Disclosure may be made.
- c) Non-protected disclosures may be entitled to protections under other legislation, such as the Fair Work Act 2009 (Cth).

9 Public interest and emergency disclosures

9.1 Public Interest Disclosures

In certain circumstances, a disclosure made to a Journalist or Parliamentary Member will qualify for protection under the Whistleblower protection regime where it amounts to a 'Public Interest Disclosure' or an 'Emergency Disclosure'.

A Public Interest Disclosure is the disclosure of information to a Journalist or Parliamentary Member where:

- a) The discloser previously made a Protected Disclosure to a regulatory body, such as APRA, ASIC or the ATO;
- b) At least 90 days have passed since the Protected Disclosure was made;
- c) The discloser does not have reasonable grounds to believe that action is being, or has been taken, in relation to their disclosure;
- d) The discloser has reasonable grounds to believe that making a further disclosure of that information is in the public interest;
- e) Before making the Public Interest Disclosure, the discloser has given written notice to the regulatory body that they intend to make a Public Interest Disclosure; and
- f) The extent of the information disclosed in the Public Interest Disclosure is no greater than is necessary to inform the Journalist or Parliamentary Member of the Misconduct, improper state of affairs or other conduct that constituted the Protected Disclosure.

9.2 Emergency Disclosures

An Emergency Disclosure is the disclosure of information to a Journalist or Parliamentary Member where:

- a) The discloser made a previous Protected Disclosure to a regulatory body, such as ASIC, APRA or the ATO;
- b) The discloser has reasonable grounds to believe that the information concerns a substantial and imminent danger to the health and safety of one or more persons or to the natural environment;
- c) Before making the Emergency Disclosure, the discloser has given written notice to the regulatory body that gives sufficient information to identify the previous disclosure and states that the discloser intends to make an Emergency Disclosure; and
- d) The extent of the information disclosed in the Emergency Disclosure is no greater than is necessary to inform the Journalist or Parliamentary Member of the substantial and imminent danger.

10 Legislation and Related Policies

10.1 The corporate Whistleblower protections regime was established under the *Corporations Act 2001* (Cth) and the *Taxation Administration Act 1953* (Cth).

10.2 More information about how ASIC handles Whistleblower reports can be found on its website and via the following ASIC Information Sheet 'How ASIC handles Whistleblower reports'.

<https://asic.gov.au/about-asic/asic-investigations-and-enforcement/whistleblowing/how-asic-handles-whistleblower-reports/>

10.3 The following AMPC policies are relevant to this Policy:

- Code of Conduct
- Discipline Policy
- Grievance Policy

10.4 This Policy is available via Employment Hero (internal). It forms part of the Code of Conduct for all employees of AMPC. Employees will be notified of any updates to this Policy from time to time.

11 Performance

11.1 Responsible Officers

- a) The CEO is responsible for the implementation of this Policy through operating procedures.

11.2 Implementation Plan

- a) The Board will review and approve this Policy with the endorsement of the Remuneration Committee.

11.3 A copy of this Policy and associated documents will be made available to:

- a) Board members, as required;
- b) AMPC employees via Employment Hero under Compliance > Company Policies. It forms part of the Code of Conduct for all employees of AMPC. Employees will be notified of any updates to this Policy from time to time;
- c) AMPC website > About AMPC > Governance.

12 Additional information

Webinars produced by Integrity Line can be viewed here:

<https://www.worklogic.com.au/worklogic-webinars-on-demand/webinar-on-demand-what-is-integrity-line-and-how-can-i-use-it/>

<https://www.worklogic.com.au/worklogic-webinars-on-demand/webinar-on-demand-i-have-a-workplace-issue-what-should-i-do/>

13 Schedule 1 - Definitions

APRA means the Australian Prudential Regulation Authority.

ASIC means the Australian Securities and Investments Commission.

Associate means:

- a) In respect of a Disclosable Corporate Matter, an associate within the meaning of section 11 of the *Corporations Act 2001* (Cth); and
- b) In respect of a Disclosable Tax Matter, an associate within the meaning of section 318 of the *Income Tax Assessment Act 1936* (Cth).

ATO means the Australian Taxation Office.

Corporations Legislation means the *Corporations Act 2001* (Cth), *Australians Securities and Investments Commission Act 2001* (Cth), *Banking Act 1959* (Cth), *Financial Sector (Collection of Data) Act 2001* (Cth), *Insurance Act 1973* (Cth), *Life Insurance Act 1995* (Cth), *National Consumer Credit Protection Act 2009* (Cth), *Superannuation Industry (Supervision) Act 1993* (Cth) and any instrument made under any of these acts.

Disclosable Matter means a Disclosable Corporate Matter and/or a Disclosable Tax Matter.

Disclosable Corporate Matter means information that the Eligible Person has reasonable grounds to suspect:

- a) Concerns misconduct, or an improper state of affairs or circumstances, in relation to AMPC or a member of the Group; or
- b) Indicates that AMPC or any of its officers or employees, or any members of the Group or any of its officers or employees has engaged in conduct that:
 - i. Constitutes an offence against, or contravention of, a provision of any Corporations Legislation;
 - ii. Constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or longer;
 - iii. Represents a danger to the public or the financial system; or
 - iv. Is prescribed by regulation.

Disclosable Tax Matter means:

- a) Where the information is to be disclosed to the Commissioner of Taxation, information which the Eligible Person considers may assist the Commissioner of Taxation to perform his or her functions or duties under taxation law in relation to AMPC or any member of the Group;
- b) Where the information is to be disclosed to an Eligible Tax Recipient, information which the Eligible Person:
 - i. Has reasonable grounds to suspect indicates misconduct, or an improper state of affairs or circumstances, in relation to the tax affairs of AMPC, any member of the Group or their respective Associates;
 - ii. Considers may assist the Eligible Tax Recipient to perform his or her functions or duties under taxation law in relation to AMPC, any member of the Group or their respective Associates.

Eligible Person means an individual who is, or has been, any of the following:

- a) An officer of AMPC, including Directors;

- b) An employee of AMPC;
- c) An individual who is an Associate of AMPC;
- d) An individual who supplies services or goods to AMPC (whether paid or unpaid);
- e) An employee of a person that supplies services or goods to AMPC (whether paid or unpaid);
- f) An individual who previously held any of the above positions or functions; and / or
- g) A relative, dependent or spouse of any of the above individuals.

Eligible Recipient means:

- a) The Board, Chief Executive Officer, Human Resources or Corporate Services Manager;
- b) Integrity Line;
- c) A legal practitioner, but only to the extent that the disclosure was made to that legal practitioner for the purpose of obtaining legal advice or legal representation in respect of the application of the Whistleblower regime under the Corporations Act 2001 (Cth) to the Protected Disclosure; and
- d) In the case of an Emergency Disclosure or a Public Interest Disclosure only, a Journalist or a Parliamentary Member.

Eligible Tax Recipient means:

- a) A registered tax agent or BAS agent (within the meaning of the *Tax Agent Services Act 2009* (Cth)) who provides tax agent services (within the meaning of that Act) or BAS services (within the meaning of that Act) to AMPC; and
- b) Any other employee or officer of AMPC who has functions or duties that relate to the tax affairs of AMPC.

Emergency Disclosure has the meaning given in section 9.2.

Group means AMPC and any of its related bodies corporate.

Journalist means a person who is working in a professional capacity as a journalist for any of the following:

- a) A newspaper or magazine;
- b) A radio or television broadcasting services; or
- c) An electronic service (including a service provided through the internet) that is operated on a commercial basis and is similar to a newspaper, magazine or radio or television broadcast.

Misconduct includes fraud, negligence, default, breach of trust and breach of duty.

Parliamentary Member means a member of the Parliament of the Commonwealth, a State or a Territory.

Protected Disclosure means a disclosure of a Disclosable Matter made to the relevant Eligible Recipient by an Eligible Person in accordance with this Policy.

Public Interest Disclosure has the meaning given in section 9.1.

14 Schedule 2 – AMPC Eligible Recipients

Name	AMPC Role	Policy role	Contact Details
Allira Hudson-Gofers	NRC Chair	Eligible Recipient Whistleblower Protection Officer	ahudsongofers@gmail.com 0403 941 258
Jen Dalitz	ARC Chair	Eligible Recipients Whistleblower Protection Officer	jen@jendalitz.com 0437 646 664
Integrity Line		Eligible Recipient	at https://integrityline.com.au/ 1800 468 456
Edwina Toohey	CEO	Eligible Recipient	e.toohey@ampc.com.au 0447 218 040
Mabel Liang	Corporate Services Manager	Eligible Recipient	m.liang@ampc.com.au 0488 000 375
Iryna Hrushevskya	Human Resources	Whistleblower Protection Officer	i.hrushevskya@ampc.com.au 0488 475 356

15 Schedule 3 - Other external support services

Federal complaints bodies

Organisation	Contact Details
Australian Human Rights Commission	Website http://www.humanrights.gov.au/ Telephone 1300 656 419 Facsimile 02 9284 9611 Postal address GPO Box 5218, SYDNEY NSW 2001
Fair Work Commission	Telephone 1300 799 675 For further information and office locations, please see the website: https://www.fwc.gov.au/
SafeWork Australia	Website http://www.safeworkaustralia.gov.au Email info@swa.gov.au Postal address SafeWork Australia, GPO Box 641, CANBERRA ACT 2601

State complaints bodies

Organisation	Contact Details
Anti-Discrimination Board of New South Wales	Website www.lawlink.nsw.gov.au/adb Telephone 1800 670 812 Postal address PO Box A2122, SYDNEY SOUTH NSW 1235
WorkSafe NSW	Website www.safework.nsw.gov.au Telephone 13 10 50 Email contact@safework.nsw.gov.au Postal address WorkCover NSW, Locked Bag 2906, LISAROW NSW 2252

Amendment History

Date	Board Reference	Amendment Details
24/9/2019	New	Approved by Board
28/04/2020	Amended	Policy enhanced to ensure clear alignment to legislative requirements – approved by Board
01/11/2021	Human Resources	Updated formatting to new template, and policy enhanced to ensure legislative alignment
20/04/2026	Human Resources	Updated names in the table of eligible recipients, added the location of the policy