

Disclosure Form

Webcentral Group Ltd (ACN 073 716 793) and its related companies (Webcentral Group) are committed to values of accountability to customers, suppliers, peers, managers and team workers, integrity of our processes and procedures and treating others with respect, courtesy and professionalism. This policy is designed to instil those values (set out in full in Webcentral Group’s Code of Conduct) and encourage a culture where any officer, employee or contractor does not suffer detriment because of speaking up about potential misconduct concerns. Webcentral Group appreciates you taking the time to bring matters of concern to our attention; thank you for speaking up.

This form can be used by anyone who is or was a director, other officer, employee, contractor, consultant, supplier, supplier’s employee, as well as a parent, grandparent, child, grandchild, sibling, spouse or dependant of any of these individuals.

This form is part of Webcentral Group’s whistleblower program and is intended to assist you make a disclosure by email or post relating to Webcentral Group, or an officer or employee of Webcentral Group, under Webcentral Group’s Whistleblower Policy.

Use of this form (including provision of all information requested in it) is optional and it is open to you to make your disclosure in another way. You can provide this form to Webcentral Group by email, post or by hand via:

Whistleblower Protection Officer 1 – Company Secretary	Telephone: [insert] Email: [insert]
Whistleblower Protection Officer 2 – Head of Audit & Risk	Telephone: [insert] Email: [insert]
[External service provider insert]	Telephone: [insert] (within Australia) Telephone: [insert] (outside Australia) Email: [insert] Post: [insert] Website: [insert]

SECTION A: CONSENT

- I consent to my identity being shared in relation to this disclosure; OR
-
- I wish for my identity to remain anonymous
(If you wish to remain anonymous, you do not need to complete section B and Section C)
-
- I consent to being contacted about my disclosure
(If so, please complete Section C)
-
- I wish to receive updates about my disclosure
(If so, please complete Section C)
-

SECTION B: PERSONAL DETAILS

Name:	
Address:	
Location (if applicable):	<input type="checkbox"/> Australia <input type="checkbox"/> [List other countries – if none, delete row]
Department / Team (if applicable):	
Role / Position:	

SECTION C: CONTACT DETAILS

Preferred telephone no: <i>(this may be a private number; please include country and area code)</i>	
Preferred email address: <i>(this may be a private email address)</i>	
Preferred contact method: <i>(phone / email / in person)</i>	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person
Best time to contact you:	

SECTION D: DISCLOSURE

All questions are optional – however, the more information that you provide, the easier it will be for us to investigate and address your concerns.

1. A description of your concerns, including:

- *Location*
- *Time*
- *Persons involved*

(You are encouraged to include with this disclosure any supporting evidence you may hold – you can use box 7 or a separate page if you run out of space)

Insert your answer here

2. How did you become aware of the situation?

Insert your answer here

3. Who was involved in the conduct, including any names, departments and position?

Insert your answer here

SECTION D: DISCLOSURE

All questions are optional – however, the more information that you provide, the easier it will be for us to investigate and address your concerns.

4. **Does anyone else know about the matters you are concerned about?**

(If yes, please describe any steps you have taken to report or resolve your concern and the outcome, if applicable)

Insert your answer here

5. **Do you have any concerns about you or any other person being discriminated against or unfairly treated because of this disclosure?**

Insert your details here

6. **Do you think the reported conduct might happen again?**

Insert your details here

SECTION D: DISCLOSURE

All questions are optional – however, the more information that you provide, the easier it will be for us to investigate and address your concerns.

7. Please include any other details which you believe are relevant

Insert your answer here