

### 1. PURPOSE OF THE POLICY

Airbus Australia Pacific Limited and its subsidiaries (collectively “Airbus”) are committed to ensuring Airbus upholds the highest standards of ethical behaviour, compliance, and corporate governance as outlined in the Airbus group-wide Code of Conduct.

Airbus is committed to providing employees, and other people involved with Airbus, with a protected environment to “Speak Up” regarding any suspected or actual occurrence of unethical, corrupt, illegal or inappropriate conduct, or any other conduct that is at odds with our Code of Conduct.

This Policy outlines the protections applying to those who make disclosures pursuant to Australian Whistleblower legislation, and the steps that Airbus will take in dealing with these disclosures in a timely manner.

#### 1.1. Policy Accessibility

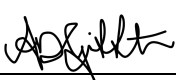
The policy will be published on both the Airbus official external website and internal company intranet, as well as on the internal company Quality document management system (PFDS). All new employees will receive a copy of the policy as part of their on-boarding pack, and existing employees will be made aware of the policy as part of the company’s ongoing awareness campaigns on “Speak Up”.

#### 1.2. Whistleblower Legislation

The protections offered by Airbus are consistent with the mandatory *Corporations Act 2001* (Cth) (the “Act”) protections afforded to Eligible Whistleblowers. These include protections from:

- a. civil, criminal, and administrative liability;
- b. enforcement of contractual rights; and
- c. acts or threats of detriment, in or outside of the workplace.

It is important to note that in order to fall within the Act’s statutory requirements; persons making a disclosure **must** ensure that the disclosure is made in accordance with the requirements under the legislation as articulated in this Policy.

Authorisation

<b>Alexander Griffith</b> Senior Manager Legal & Compliance Friday, 13 December 2019

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## 2. WHO THE POLICY APPLIES TO

### 2.1. Eligible Whistleblowers

Individuals who can make disclosures include current or former:

- a. officers, employees, and associates of Airbus. All employees are covered regardless of whether they hold permanent, part-time, fixed-term, temporary, intern, or secondee positions;
- b. individuals associated with the supply of goods or services to Airbus and;
- c. relatives and dependents of persons in a. or b. above

(collectively, 'Eligible Whistleblowers')

### 2.2. Eligible Whistleblower Protections

Eligible Whistleblowers will be entitled to protections under the Act if they have made:

- a. a disclosure of information relating to a Disclosable Matter (see section 4.1) directly to an Eligible Recipient (see section 5.1);
- b. a disclosure to a legal practitioner for the purposes of obtaining legal advice or legal representation about the operation of the Whistleblower provisions in the Act (see section 5.2); or
- c. an 'emergency disclosure' or 'public interest disclosure' (as those terms are defined in the Act).

## 3. CONFIDENTIALITY

### 3.1. Whistleblower Identity Must Be Kept Confidential

Except in those limited circumstances detailed below, Airbus staff have a legal obligation to keep the identity of an Eligible Whistleblower (or information that is likely to lead to their identity becoming known) confidential, unless the Eligible Whistleblower has consented to the disclosure.

Breaching an Eligible Whistleblower's anonymity and engaging in (or threatening to engage in) detrimental conduct towards a Eligible Whistleblower or potential Eligible Whistleblower, carries significant penalties for both the organisation and individual(s), and could also see the individual(s) subject to criminal offences, punishable by imprisonment and / or fines. Complaints regarding an allegation of a breach of confidentiality can be submitted to any of the persons specified in section 5.

The only circumstances where Airbus is permitted to disclose the identity of an Eligible Whistleblower (or information that is likely to lead to their identity becoming known) is when such disclosure is required for the purposes of notifying:

- a. an in-house or external lawyer to obtain legal advice or legal representation in relation to the operation of the Act;
- b. the Australian Federal Police;
- c. the Australian Securities and Investments Commission;
- d. the Australian Prudential Regulatory Authority; or
- e. the Australian Commissioner of Taxation if the disclosure concerns Airbus's tax affairs.

#### 4. WHAT CONDUCT SHOULD BE DISCLOSED?

Airbus encourages the reporting of any suspected or actual occurrence of unethical, corrupt, illegal or inappropriate conduct, including conduct that falls short of Airbus' standards detailed in the Airbus Code of Conduct.

##### 4.1. Disclosable Matters

In addition to the protections offered through the Airbus Code of Conduct, the Act provides protection to disclosures relating to conduct on the part of Airbus (including any officers or employee of Airbus or its related companies) which:

- a. involves misconduct or an improper state of affairs or circumstances;
- b. is unlawful under: the 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 2009* (Cth), or the *Superannuation Industry (Supervision) Act 1993* (Cth), or any instrument or regulation made pursuant to one of the aforementioned Acts;
- c. is unlawful to the extent that the conduct would constitute an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- d. represents a danger to the public or financial system (whether or not there has been a breach of a particular law);
- e. is a failure to comply with a legal duty;
- f. is gross mismanagement or waste;
- g. is dishonest or unethical; or
- h. constitutes fraud or other criminal behaviour,

(collectively, '**Disclosable Matters**').

For example, a Disclosable Matter might include:

- a. a failure to comply with the Airbus Code of Conduct;
- b. fraud, money laundering or misappropriation of funds;
- c. illegal conduct, such as theft, dealing in, or use of illicit drugs, violence or threatened violence, and criminal damage against property;
- d. offering or accepting a bribe; 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 be planning to make a disclosure.

##### 4.2. Reasonable Grounds

Airbus is committed to providing a protected environment to Speak Up regarding any suspected or actual occurrence of unethical, corrupt, illegal or inappropriate conduct, or any other conduct that is at odds with our Code of Conduct. It is important to note, however, that disclosure either pursuant to the Code of Conduct or the Act should be based on the discloser having reasonable grounds for making the disclosure. Wherever possible, disclosers are encouraged to provide supporting material and commentary to substantiate the matters disclosed, as this will assist in establishing whether the disclosure was made on reasonable grounds or otherwise.

### 4.3. False Disclosures

At no time shall a deliberately false disclosure be made, such as where the discloser knows that the information disclosed is false or believed to be untrue. For clarity, a deliberately false disclosure does not include situations where a discloser reasonably suspects misconduct, but where their suspicions are subsequently determined to be unfounded.

Deliberately false disclosures have the potential to harm Airbus' reputation, and divert resources away from investigating legitimate disclosures and performing other business activities. Deliberate false disclosures may not be eligible for protection under the Act, and may also result in disciplinary or other action being taken in accordance with Airbus policies.

### 4.4. What Conduct Is Not Addressed By This Policy?

This scope of this policy is limited to disclosures of Disclosable Matters that are protected by the Act. However, other protections and Airbus policies may apply to such matters, including certain disclosures that may be protected under other legislation such as the *Fair Work Act 2009* (Cth).

This policy and the protections under the Act do not extend to personal work grievances between the employer and the employee, except to the extent that the personal work grievance involves a Disclosable Matter.

Personal work grievances might include, for example, an interpersonal conflict between the discloser and another employee, or a dispute about the terms of the discloser's employment contract.

## 5. WHO CAN I MAKE DISCLOSURES TO?

### 5.1. Disclosures to Airbus

Disclosures to Airbus must only be made directly to one of the following persons:

- a. a Director of the board of Airbus (or a related entity), including the Managing Director of Airbus;
- b. the Company Secretary of Airbus (or a related entity);
- c. a person holding the rank of 'Vice President' within Airbus;
- d. the Senior Manager Legal & Compliance, the Senior Legal Counsel, the Compliance Manager, or the Senior Manager People & Culture; or
- e. the internal or external auditor (including a member of an audit team conducting an audit) or actuary of Airbus or its related body corporate.

Importantly, whilst disclosures made to other persons within Airbus (such as, for example, an employee's direct supervisor, or through a grievance process) will attract those protections outlined in the Code of Conduct, they may not attract the protections offered under the Act.

Airbus also offers its Speak Up OpenLine service which can be accessed online via <https://www.airbusopenline.com/ClientReportForm> or through the Speak Up OpenLine 24/7 confidential telephone number: **1800 249 139**. This service is operated by Deloitte, a third party provider.

Any Airbus employee to whom a disclosure is made must comply with this policy in all respects including in particular the requirements relating to the confidentiality of the disclosure and the identity of the discloser.

### 5.2. Disclosures to Legal Practitioners

A disclosure to a legal practitioner for the purposes of obtaining personal legal advice or legal representation in relation to the operation of the Whistleblower provisions in the Act are protected, even where the disclosure does not constitute a Disclosable Matter.

### 5.3. Disclosures to Regulatory Bodies

Disclosures to a regulatory body must be made directly to one of the following agencies:

- a. Australian Securities and Investments Commission (ASIC);
- b. Australian Prudential Regulation Authority (APRA); or
- c. another Commonwealth body prescribed by regulation.

### 5.4. Public Interest and Emergency Disclosures

Certain disclosures made to a journalist or parliamentarian may attract protections under the Act where they are a public interest disclosure or an emergency disclosure.

Before making a public interest disclosure or an emergency disclosure, Airbus suggests that disclosers contact the Airbus Compliance Manager, or an independent legal adviser, to ensure that the a discloser understands the criteria for making such disclosures under the Act.

A '**public interest disclosure**' is the disclosure of information to a journalist or a parliamentarian, where:

- a. at least 90 days have passed since the discloser made a disclosure to a regulatory body set out in section 5.3;
- b. the discloser does not have reasonable grounds to believe that action is being, or has been taken, in relation to their disclosure;
- c. the discloser has reasonable grounds to believe that making a further disclosure of the information is in the public interest; and
- d. before making the public interest disclosure, the discloser has given written notice to the regulatory body (to whom they made the initial disclosure) that:
  - i. includes sufficient information to identify the previous disclosure; and
  - ii. states that the discloser intends to make a public interest disclosure.

An '**emergency disclosure**' is the disclosure of information to a journalist or parliamentarian, where:

- a. the discloser has previously made a disclosure of the information to a regulatory body set out in section 5.3;
- b. the discloser has 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;
- c. before making the emergency disclosure, the discloser has given written notice to the regulatory body (to whom they made the initial disclosure) that:
  - i. includes sufficient information to identify the previous disclosure; and
  - ii. states that the discloser intends to make an emergency disclosure; and
  - iii. the extent of the information disclosed in the emergency disclosure is no greater than is necessary to inform the journalist or parliamentarian of the substantial and imminent danger.

### 6. HOW DO I MAKE A DISCLOSURE?

#### 6.1. Employee Reporting

Disclosures may be made at any time of day and through any means including verbally, via email or in any other written format in accordance with this Policy. Disclosers who choose to remain anonymous or use a pseudonym will still receive the protections afforded under the Act.

#### 6.2. Alternative Reporting

Alternative reporting to normal channels are available where:

- a. the normal reporting channel is considered inappropriate to the circumstances;
- b. the discloser wishes to remain anonymous;
- c. Airbus was notified but failed to deal with it; or
- d. the person disclosing wrongdoing is concerned about possible retaliation.

In any of these circumstances, an internal Whistleblower may provide the report of the incident(s) directly to the Speak Up OpenLine service which can be accessed online via <https://www.airbusopenline.com/ClientReportForm> or through the Speak Up OpenLine 24/7 confidential telephone number: **1800 249 139**. This service is operated by Deloitte, a third party provider.

### 7. LEGAL PROTECTIONS FOR DISCLOSERS

#### 7.1. Prohibition Against Retaliation/Detrimental Acts

Airbus protects those who Speak Up and raise concerns appropriately and in good faith; consistent with the mandatory protections provided by the Act. In particular, Airbus will not retaliate against anyone who raises a legitimate concern in accordance with the Act or this Policy, or against those who assist in investigations of suspected misconduct by Airbus or its employees in relation to the Act or this Policy.

Retaliation can take many forms, both direct and indirect, including: harassment, exclusion from meetings, sanctions, dismissal or other discriminatory measures, in particular related to compensation, profit-sharing, free share awards, job classification, performance reviews, promotion, training, transfers, contract renewal, etc. If you believe you have been retaliated against in connection with making a disclosure, please contact the Airbus Compliance Manager (or alternatively, one of the persons identified in section 5.1).

#### 7.2. Support and Practical Protection for Disclosers

The Airbus Employee Assistance Scheme (EAS) provides employees with confidential phone and In-Person counselling & digital support 24/7 in Australia & Overseas for any employment or personal matter. In addition to Airbus resources, disclosers are also able find Whistleblower information on the ASIC website, here: <https://asic.gov.au/>. Disclosers are encouraged to seek independent legal advice and can seek compensation through the courts if: (a) they suffer loss, damage or injury because of a disclosure; and (b) the entity failed to take reasonable precautions and exercise due diligence to prevent detrimental conduct.

Please refer to “**Annex A**” of this Policy for further details of practical protection for disclosers and protection from detrimental acts or omissions.

### 8. HANDLING AND INVESTIGATING A DISCLOSURE

#### 8.1. Investigation

When a disclosure is made in accordance with this Policy, the recipient of the disclosure must inform the Compliance Manager of the disclosure as soon as practicable, to enable any investigation process to commence in a timely manner (note: if the discloser wishes to remain anonymous, the recipient must not disclose the identity to the Compliance Manager). If informing the Compliance Manager is not appropriate for any reason, the Senior Manager Legal & Compliance should be informed.



The Compliance Manager will determine whether the disclosure falls within the scope of this policy and the Act and, in consultation with the Senior Manager Legal & Compliance, determine if an investigation is appropriate and reasonable in the circumstances.

If an investigation is to proceed, the Compliance Manager will themselves (or where appropriate through an Airbus legal practitioner or an external party) conduct a confidential investigation, or where appropriate engage an Airbus legal practitioner or an external provider to conduct such investigation in accordance with Airbus policy.

The status of the investigation will, where appropriate, be notified to the discloser as it progresses during the investigation process, with the identity of the discloser kept confidential (subject to the consent of the discloser and exceptions permitted by the Act).

The investigation will be documented and escalated in accordance with Airbus policy and in line with good governance practices and Airbus will take reasonable precautions to store any records relating to a report of wrongdoing securely and to restrict access to authorised persons only.

Importantly, Airbus may be limited in its ability to investigate a disclosure if it is unable to contact the discloser (such as, for example, where the disclosure has been made anonymously), or where there is insufficient material contained in the disclosure.

### **8.2. Roles and Responsibilities**

The Senior Manager Legal & Compliance is accountable for the Whistleblower Policy.

The Compliance Manager, who also acts as the Whistleblower Protection Officer, is responsible for:

1. administering the Whistleblower Policy for Airbus, and keeping it current and consistent with the Act;
2. providing advice on Airbus' Whistleblower Policy; and
3. maintaining appropriate registers and records concerning disclosures made pursuant to the Whistleblower Policy.

All Airbus managers and supervisors are responsible for:

1. ensuring that their direct and indirect reports are aware of the Whistleblower Policy (including any staff that don't have access to PFDS); and
2. referring all questions on the Whistleblower Policy to the Compliance Manager.



### ANNEX A – PRACTICAL PROTECTION FOR DISCLOSERS

Airbus is committed to reducing the risk that the discloser will be identified from the information contained in a disclosure. In order to achieve this, Airbus will ensure:

- All personal information or reference to the discloser witnessing an event will be redacted;
- The discloser will be referred to in a gender-neutral context;
- Where possible, the discloser will be contacted to help identify certain aspects of their disclosure that could inadvertently identify them;
- Disclosures will be handled and investigated by qualified staff;
- All paper and electronic documents and other materials relating to disclosures will be stored securely;
- Access to all information relating to a disclosure will be limited to those directly involved in managing and investigating the disclosure; and
- Only a restricted number of people who are directly involved in handling and investigating a disclosure will be made aware of a discloser's identity (subject to the discloser's consent) or information that is likely to lead to the identification of the discloser.

Additionally, Airbus ensures the following measures and/or mechanisms for protecting disclosers from detriment are in place:

- Processes for assessing the risk of detriment against a discloser and other persons (e.g. other staff who might be suspected to have made a disclosure), will commence as soon as possible after receiving a disclosure;
- Support services (including counselling or other professional services) are available to disclosers through the company Employee Assistance Scheme;
- Managers are made aware of their responsibilities to maintain the confidentiality of a disclosure and are supported by Human Resources and Legal & Compliance functions in addressing the risks of isolation or harassment, managing conflicts, and ensuring fairness when managing the performance of, or taking other management action relating to, a discloser.