



Whistleblower Policy

1. Introduction

I-MED is committed to a culture of integrity, transparency and accountability and in accordance with this Policy.

I-MED expects all staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This Policy is in place to ensure that all staff (as well as their relatives, dependents or spouse, where applicable) (each, a **Whistleblower**) feel safe to speak up when there are reasonable grounds to suspect that I-MED or any staff are acting unlawfully, unethically or in violation with I-MED's policies. This policy outlines:

- who can make a report;
- what is a Disclosable Matter;
- how to report a Disclosable Matter;
- the investigation process; and
- your legal protections if you disclose a matter and make a report.

We encourage the reporting of Disclosable Matters (as explained below). The purpose of this Policy is to:

- encourage and enable Whistleblowers to report actual or suspected misconduct or an improper state of affairs or circumstances on a confidential and, if desired, anonymous basis;
- provide a process for Whistleblowers to make a report, a means of support throughout the process, and transparency regarding how reported concerns are received and, where appropriate, investigated;
- describe the process for ensuring reports are dealt with fairly and appropriately;
- reassure Whistleblowers that they will not be subject to retaliation as a result of making a report; and
- outline how I-MED will provide protection to Whistleblowers for reporting a concern.

2. Application of this policy

You are eligible to make reports under this policy as a Whistleblower, and the terms of this policy applies to you if you are a current, or former:

- employee or officer (including a director or company secretary) of I-MED, including permanent, fixed term and casual employees;
- person who supplies services or goods to I-MED, whether paid or unpaid (for example, a contractor, consultant, service provider, supplier or business partner), or an employee of such a supplier;
- associate (within the meaning of the *Corporations Act 2001 (Cth)* (**Corporations Act**)) of I-MED (including a director or secretary of and entity of I-MED, a person with whom an entity of I-MED acts in concert, or a person with whom I-MED is or proposes to become formally or informally associated); or
- relative (including a parent, child or sibling), or spouse (including a de facto partner) or dependent (or a dependent of the spouse) of staff or any person listed above.

Even if you do not fall into one of the above categories, you are still encouraged to raise any concern you have through the channels outlined in this policy. I-MED will still assess the concern raised and take appropriate steps. While I-MED may not be able to apply all of the protections set out in this policy to you in this circumstance, it will look for ways to support all people who raise a concern.

This policy applies whether you are at work or engaged in any work-related activity. It is not restricted in its operation to work hours or your usual place of work. It applies at conferences, work functions, work related social events, and business trips.

3. What is a Disclosable Matter?

We encourage you to report any Disclosable Matter according to this policy and the Corporations Act.

A '**Disclosable Matter**' is conduct which you have reasonable grounds to suspect is misconduct, or an improper state of affairs or circumstances, in relation to I-MED (including in relation to any of our officers or employees).

Disclosable Matters may include misconduct or serious wrongdoing that you reasonably believe:



- is dishonest, illegal, fraudulent, corrupt or unsafe;
- is unethical, including any conduct that would breach I-MED's Code of Conduct or Code of Ethics;
- involves a serious breach of I-MED's Code of Conduct or other I-MED policies / handbook;
- involves irregular use of company funds or practices (including misleading accounting or financial reporting practices);
- involves misuse of I-MED information;
- is damaging to I-MED's business or reputation;
- poses a serious risk to public health, public safety or the environment;
- endangers the health and safety of any employee or member of the public;
- is detrimental conduct against a person because they have made a report under this policy;
- constitutes an offence against a range of corporate and financial sector legislation specified under the Corporations Act (such as a contravention of the Corporations Act, the Australian Securities and Investments Commission Act 2001 or the Superannuation Industry Act (Supervision) Act 1993);
- constitutes an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more; or
- is a danger to the public or a danger to the financial system, including conduct that poses a significant risk to public safety or the stability of, or confidence in, the financial system, whether or not it is in breach of any law.

Any disclosure that is not about a Disclosable Matter (including as defined in the Corporations Act) does not qualify for the protections under the Corporations Act, including the protections as specified in paragraph [10] of this policy. In addition, a disclosure may also be protected as a "qualifying disclosure" under the Taxation Administration Act 1953 (Cth) (**Taxation Administration Act**) where a report relates to a breach of Australian tax law or tax-related misconduct.

However, you do not have to be sure that any of the above behaviour or conduct has occurred in order to raise a concern (for example, if you only have some information leading to a suspicion, but not all the details) and you will be protected even if your concern turns out to be incorrect. You must not however make a report about Disclosable Matters that you know, or ought to know, is false or has no substance. Where it is found that a person has knowingly made a false report, this will be considered a serious matter and may result in disciplinary action.

Further, if a Whistleblower makes a disclosure to a legal practitioner for the purposes of obtaining legal advice or legal representation, their disclosure will also be protected even if it does not relate to a "Disclosable Matter". Disclosable matters specified in this policy which do not amount to a "Disclosable Matter" under the Corporations Act (or a "qualifying disclosure" under the Taxation Administration Act) will not be protected under those Acts, but will be protected in accordance with this policy.

4. This policy does not apply to certain personal work-related grievances

- This policy and the protections under the Corporations Act or Taxation Administration Act generally do not apply to personal work-related grievances. Examples of work-related grievances include:
 - an interpersonal conflict with another employee;
 - challenges to a decision about the employment, or engagement, transfer or promotion;
 - alleged bullying or discrimination;
 - a disciplinary or performance management process regarding employment;
 - disciplinary action taken; or
 - challenges to a decision to suspend or terminate the engagement.
- However, a personal work-related grievance may be reportable under this policy and/or protected by law, where:
 - the concern has significant implications for I-MED;
 - the grievance concerns actual or alleged conduct about a matter that is reportable under this policy which is described in paragraph 3] above;
 - relates to misconduct beyond your personal circumstances; or
 - the grievance concerned breaches laws against whistleblower-related victimisation (i.e. relates to a person suffering from or being threatened with detriment for making a report under this policy or raising a concern regarding a Disclosable Matter).



If you wish to report a personal work-related grievance, please refer to the grievance process in our Workplace Behaviours & Equal Opportunity Policy.

5. How to make a report

You should report any Disclosable Matter as soon as you become aware of it.

You must provide information to assist any investigation of the Disclosable Matter including a description of the facts and circumstances of the misconduct.

Reporting under this policy

In the first instance, you are encouraged to report the Disclosable Matter to **I-MED's General Counsel**, or any person we may nominate as advised to you in writing from time to time.

We understand that there may be limited cases where you may have concerns about the suitability of making a disclosure through internal channels (such as, if the General Counsel is alleged to be involved in any Disclosable Matter). In such cases, the report may be provided or notified to an external recipient, being WorkDynamic, via email to i-med@workdynamic.com.au.

Please be aware that this alternative recipient is reserved for only the most serious allegations of improper conduct that cannot be dealt with internally in the first instance.

Disclosures under law

I-MED also provides the protections set out in this policy to any Whistleblower who makes a disclosure regarding a Disclosable Matter that is protected under law to:

- a director, officer, senior manager (being any person who is a Level 9 manager or above, for the purposes of I-MED's Limits of Authority policy), auditor or actuary of I-MED;
- an employee or officer of I-MED with functions or duties that relate to the tax affairs, or a registered tax agent or BAS agent who provides tax agent or BAS services to I-MED (in relation to tax-related Disclosable Matters); or
- the Australian Securities and Investments Commission (ASIC) or the Australian Prudential Regulation Authority (APRA), or (for tax-related disclosures) the Tax Commissioner (in the case of tax-related misconduct where it may assist the Commissioner to perform their statutory functions and duties).

You may disclose a Disclosable Matter to a lawyer for the purpose of obtaining legal advice or representation in relation to your concern.

A disclosure needs to be made directly to one of the above people in order to be able to qualify for protection as a Whistleblower under the Corporations Act (or the Taxation Administration Act, where relevant).

You may also contact the General Counsel to obtain additional information before making a disclosure.

6. Public interest disclosure and emergency disclosure

In limited circumstances, certain "public interest" or "emergency" disclosures made to parliamentarians or journalists are also protected by law. It is important that you understand the criteria for making a "public interest" or "emergency disclosure" before doing so.

For example, to make a public interest disclosure, you must:

- have previously disclosed the Disclosable Matter to a regulator specified in clause 5, and at least 90 days must have passed since that previous disclosure;
- after that 90-day period, give the regulator who received that previous disclosure, a written notice that:
 - (a) includes sufficient information to identify your previous disclosure; and
 - (b) states that you intend to make a public interest disclosure;
- not have reasonable grounds to believe that action is being, or has been, taken to address the matters relating to the previous disclosure;
- have reasonable grounds to believe that making a further disclosure to a member of parliament or journalist would be in the public interest; and



- disclose information to the member of parliament or a journalist only to the extent necessary to inform him or her of the Disclosable Matter.

To make an emergency disclosure, you must:

- have reasonable grounds to believe that the Disclosable Matter concerns a substantial and imminent danger to the health or safety of one or more persons or to the natural environment;
- have previously disclosed the Disclosable Matter to a regulator specified in clause 6, and you must also subsequently give it a written notice that:
 - (a) includes sufficient information to identify your previous disclosure; and
 - (b) states that you intend to make an emergency disclosure; and
- disclose information to the member of parliament or a journalist only to the extent necessary to inform him or her of the substantial and imminent danger.

Please contact the General Counsel if you would like more information about emergency and public interest disclosures.

7. Investigation process

You will be notified that your report has been received.

You should not attempt to investigate any Disclosable Matter yourself.

While making a report under this policy does not guarantee that it will be formally investigated, we will make a preliminary assessment of your report to determine whether the conduct warrants an investigation. We may then:

- conduct an internal investigation into the substance of your report; or
- appoint an external investigator to determine whether there is evidence to support the matters raised in your report.

This is subject to compliance with the confidentiality protections set out in this policy and the investigator not being a subject of the reported concern. We may also take such other steps as we consider appropriate to properly assess your report and to determine appropriate outcomes.

You may be asked to provide additional information to assist any assessment or investigation of your report, including a description of the facts and circumstances of the misconduct or improper state of affairs or circumstances.

To the extent reasonable, you may receive updates or feedback on the outcome of the assessment, progress or investigation (subject to privacy and confidentiality restrictions). The frequency and timeframe of any updates may vary depending on the nature of the report. These updates may include the following:

- confirming receipt of a report;
- advising that an investigative process has begun (where an investigation is appropriate);
- providing updates on the investigation status (even if there has been no progress); or
- advising when an investigation has been closed.

Subject to their rights under this Policy and the Corporations Act, a Whistleblower must keep all information relating to any report confidential both during any investigation and following any resolution of the report. We will decide what steps should be taken to address any substantiated reports, which may relate to misconduct or improper state of affairs or circumstances.

I-MED's General Counsel (or another person we nominate) is responsible for protecting you against detriment or disadvantage as a result of making your report.

8. Will a Whistleblower's identity remain confidential?

Reports can be made anonymously or you may disclose your identity in your report. All information disclosed in your report, including your identity (where you choose to disclose this), will remain confidential and be afforded the confidentiality protections.

Reports can also be made anonymously and still be protected under the Corporations Act. I-MED will endeavour to investigate your report where possible and appropriate, but in some cases, there are limitations of what can be achieved if you decide to remain anonymous (for example, if I-MED is not able to contact you to obtain sufficient information). Consent to the limited sharing within I-MED of your identity will assist I-MED to protect and support you in relation to your disclosure and facilitate I-MED in investigating, reporting and taking action arising as a result of your disclosure.



At any given time you can identify yourself, but this is your choice and at no point do you need to do this or will you be forced to provide your identity. If you decide to disclose your identity, I-MED will take steps to protect your identity and to protect you from detriment as applicable in this Policy.

Under the Corporations Act, where a report is made about a “Disclosable Matter” by a Whistleblower to the persons specified in this policy and under the Corporations Act, that Whistleblower’s identity (and information which is likely to identify them) must not be disclosed. However, where necessary, your identity may be disclosed:

- with your consent;
- to ASIC, APRA or the Australian Federal Police, or to the Australian Taxation Office (for tax-related disclosures); and
- to a lawyer for the purpose of obtaining legal advice or representation.

In some circumstances, information that might lead to your identification may be disclosed where it is reasonably necessary to disclose the information for the purposes of an investigation, but your identity is not disclosed and all reasonable steps are taken by I-MED to reduce the risk that the person will be identified. Reasonable steps will be taken to reduce the risk of identification, for example this may include:

- limiting access to information relating to the report;
- consulting with the Whistleblower in relation to the protection of their identity;
- redacting personal information or references regarding the Whistleblower information relating to the report;
- using tools and platforms that allow reports to be made anonymously; and
- referring to the Whistleblower in gender neutral terms.

It is an offence for a person to identify a Whistleblower or disclose information in a report about a “Disclosable Matter” made by them that is likely to lead to their identification, other than as set out above.

9. What protections will a Whistleblower receive?

We are committed to protecting and supporting Whistleblowers who make a report under this policy or otherwise report misconduct, or an improper state of affairs or circumstances, on reasonable grounds in accordance with this policy, Corporations Act, the Taxation Administration.

In addition to the confidentiality protections as set out above, I-MED does not tolerate anyone threatening to cause or causing detriment to you because of your desire or decision to raise a concern. Doing so is taken seriously by I-MED and may lead to disciplinary action.

When you report a Disclosable Matter, the following protections are in place to protect you:

- You will not be subject to disciplinary action by us solely as a result of reporting the Disclosable Matter, including where we are unable to find any evidence to support the conduct reported.
- Your position and duty within our business will not be altered to your detriment or disadvantage solely as a result of making your report. You will not be otherwise dismissed, demoted, harassed, discriminated against, or subject to bias solely as a result of making your report.
- To the extent it is reasonable and practical to do so, we will monitor and manage the behaviour of any people who are involved in your report.
- We will take reasonable precautions to ensure that you are not subject to victimisation or detrimental treatment solely as a result of your report. Detriment includes:
 - (a) injury of an employee in his or her employment;
 - (b) discrimination between an employee and other employees of the same employer;
 - (c) harassment or intimidation;
 - (d) harm or injury (including psychological harm); (e) damage to your property.

I-MED can implement additional protections that we consider necessary for your protection (for example, transfer of duties or putting in place temporary work arrangements, such as allowing a person to perform their duties from a different location, leave of absence during any investigation, monitoring and managing the behaviour of other employees or providing support services). The protections offered will be determined by I-MED and will depend on things such as the nature of the report and the people involved.



In certain circumstances, these protections will also be enforceable under the Corporations Act or the Taxation Administration Act (where a report relates to a breach of Australian tax law or tax-related misconduct). Under this legislation, it is an offence for a person to engage in conduct (or threaten to engage in conduct) that causes detriment to you (or another person) if:

- that person believes or suspects that you (or another person) made, may have made, propose to make, or could make a disclosure that qualifies for protection, and
- the belief or suspicion is the reason (or part of the reason) for the conduct.

Where those provisions apply, you are also protected from liability for making the report (either by way of civil, criminal or administrative legal proceedings, or contractual or other remedies being sought against you). Information you disclose cannot be used in legal proceedings against you (except for proceedings in relation to giving false information). However, you will not be granted immunity from the consequences of any misconduct you have engaged in that is revealed by your report (including, but not limited to, any disciplinary action). For more information, you should seek legal advice before making your report.

Whistleblowers who are staff of I-MED (or a relative, spouse or dependent of staff) can also access the I-MED Radiology Network external professional counselling services available if required.

10. What should a Whistleblower do if a protection is breached?

I-MED takes any breach of the protections set out above in regard to confidentiality and non-victimisation seriously. Where you believe a breach has occurred, you should raise a concern with I-MED's General Counsel.

If you suffer detriment because a person believes or suspects that you or another person has, proposes to make, could make or may make a report that qualifies for protection under the Corporations Act, you can also seek compensation and other remedies through the courts if you suffer loss, damage or injury because of the disclosure, including if I-MED fails to take reasonable precautions and exercise due diligence to prevent the detrimental conduct. You should seek legal advice if you are considering seeking such remedies.

11. General

I-MED's Board is regularly updated on its whistleblowing program, inclusive of summary information relating to reports, investigations, and results, which are de-identified as required. Reports or investigations concerning material incidents may be reported to the Board outside of the usual updates. The Board at any time can ask about the state of I-MED's whistleblowing program.

This policy is subject to ongoing review and may be amended, replaced or revoked at any time by I-MED in its absolute discretion. This policy will be periodically reviewed at least every two years to ensure that it is operating effectively and appropriately reflects how whistleblowing matters are managed by I-MED. The review will also ensure that the policy evolves in line with changes in the nature, scale and complexity of I-MED's business, its operating and regulatory environments.

12. More information and questions

I-MED will make this policy available on InforNet. The General Counsel can be contacted for any queries in relation to this policy or for further training.

Document Control

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Owner	General Counsel		
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