

Reporting Concerns Framework

1 Purpose

This framework is designed to support our commitment to information security, integrity, ethical conduct, and compliance. It provides a pathway for individuals to raise concerns relating to risks, data security, compliance, OHS breaches, or serious misconduct. It also supports our alignment with relevant ISO standards.

2 Scope

This framework applies to all employees, contractors, and consultants of the firm. It is intended to cover issues such as:

- Risks to client data or confidentiality
- Data security or privacy concerns
- Potential breaches of legal or regulatory obligations
- Serious misconduct or unethical behaviour
- Breaches of occupational health and safety (OHS) obligations

This framework is not intended to replace existing avenues for raising OHS breaches, interpersonal grievances, workplace conflict, or complaints relating to performance or behaviour. Those matters should typically be addressed through informal resolution or by speaking directly with the Manager, People, Culture & Development.

3 How to Raise Concern

Concerns may be raised in a variety of ways, including:

- Speaking directly with your manager or supervisor
- Contacting the Manager, People, Culture & Development or General Manager
- Using the independent confidential reporting service <https://whistleblowingservice.org/idp-lawyers/> if preferred. *To use this service the “unique key” is idp and the client reference number is idp2025.*

The confidential reporting platform offers the option to report anonymously. Use of the platform is entirely voluntary.

4 Our Commitment

We are committed to maintaining a culture where concerns can be raised in good faith and treated respectfully. Where appropriate and feasible, the firm will review and respond to concerns raised under this framework. However, we cannot guarantee that every concern will be investigated or result in a particular outcome.

Retaliation for raising a concern in good faith is not tolerated.

5 Important Notes

- This framework is provided for guidance only.
- It does not form part of any employment contract, and the firm may update or withdraw it at its discretion.
- The framework does not create a right or entitlement to a particular process or outcome.

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6 Support

We encourage open communication. If you are unsure whether to raise a concern or how to proceed, please speak confidentially with the Manager, People, Culture & Development, the General Manager or Chair of Partners. If uncertainty about a concern is causing distress, you are also encouraged to contact our Employee Assistance Program (EAP) for support and guidance.

Authorisation



Manager, People, Culture & Development

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