



SODAN HOTLINE

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What is the Sodan Hotline?

The INPEX Sodan Hotline is an independent and confidential service that has been established by INPEX to receive information or reports relating to perceived or potential improper conduct, as well as unacceptable workplace behaviours, and supports our Business Code of Conduct principles and ethics.

The Sodan Hotline has also been authorised by INPEX to receive “whistleblower” reports about misconduct or improper or illegal activities, which are afforded certain protections under whistleblower laws. Whistleblower reports can be made anonymously.

2. Who can use the INPEX Sodan Hotline?

The Sodan Hotline is open to any person, including employees, inpatriates, contractor personnel, secondees or members of the public. It may be used by INPEX Personnel who feel more comfortable reporting through a confidential hotline (including on an anonymous basis) rather than reporting directly to INPEX line management, HR or Legal in accordance with the Business Code of Conduct.

The Sodan Hotline can also be used by **eligible whistleblowers**. This generally includes people who have a connection to a company or organisation who may be able to see or be affected by misconduct and may face reprisals for reporting it. The protections also extend to the spouses and relatives of these people. Former and current employees, contractors or suppliers of the business that is the subject of the whistleblower report are eligible whistleblowers.

Refer to the INPEX Whistleblower Standard for details, including the types of conduct that may form the basis of a protected whistleblower report.

3. Why does INPEX offer this Sodan Hotline service?

INPEX believes that all Employees and other stakeholders should be able to assist in ensuring INPEX adheres to its corporate values. INPEX is adopting best practice in this aspect of corporate governance and will be compliant with international and Australian corporate governance standards.

4. How do I make a Sodan Hotline report?

INPEX has engaged Stopline, an independent Australian company to manage the receiving, recording and reporting of misconduct or unacceptable behaviours. The website at <https://inpex.stoplinereport.com> is an independent, confidential and impartial conduit for information.

Stopline has people experienced in handling sensitive information. (Contact details are listed below.)

5. Do I have to give my name to the Sodan Hotline?

No. Your call to the Sodan Hotline can be totally anonymous and the staff at Stopline will not ask for any personal details. You may volunteer the information confidentially to Stopline only if you desire or you can be overt.

If you choose to remain anonymous, Stopline will issue a confidential reference code and password (Unique Caller Reference Number) should you wish to seek the status of your disclosure at some later date.

6. If I make a whistleblower report regarding suspected misconduct, how will I be protected?

The Whistleblower Standard requires all whistleblower disclosures to be treated with a high level of confidentiality. This includes sanctions by the entity for reprisal or other detrimental action against a person making a disclosure. INPEX has appointed Stopline to enhance confidentiality within INPEX with respect to the procedures.

7. How does the Sodan Hotline work?

The Sodan Hotline enables reports to be made in good faith about suspected misconduct (unethical, illegal, fraudulent or corrupt practices for example) or unacceptable workplace behaviours via telephone, email, internet, facsimile or mail, anonymously if preferred, to an independent organisation with trained staff who will receive concerns confidentially and provide the confidential information to the Vice President People & Collaboration at INPEX. The program then places procedural requirements on dealing with and finalising the outcome of the disclosure.

8. Who gets access to the information?

The Vice President People & Collaboration and the Vice President Legal are responsible for ensuring that all serious complaints are handled appropriately.

The Vice President People & Collaboration is responsible for INPEX's role in managing disclosures and being the contact point for both Stopline and INPEX.

9. When should I use the Sodan Hotline?

You can contact Stopline to make a whistleblower report when you have knowledge of or reasonably suspect any corrupt or improper conduct by an Employee and/or Contractor or any person that adversely affects the honest performance of INPEX or its related companies.

You can also raise concerns about unacceptable behaviours that are occurring at work (including bullying and harassment) through the Sodan Hotline if you do not wish to raise them directly with Company personnel.

10. When can I contact the Sodan Hotline?

You can telephone Stopline from wherever you are located on 1300 304 550 during business hours (0800-1800 Monday-Friday WST) to speak with a trained Stopline interviewer. Any messages left will be responded to within one (1) working day. You can also send your disclosure via the internet, email or post, or if you have a hearing or speech impairment, via the National Relay Service.

Refer to the Sodan Hotline Guideline for details.

11. How do I know that somebody won't just make some false claim to settle a personal grudge?

The strength of the Stopline team is that all allegations will be professionally managed by trained Stopline staff. The experience of Stopline is that vexatious calls occur very infrequently. The Vice President People & Collaboration may decline to investigate the matter if satisfied that the disclosure is trivial, frivolous or vexatious.

12. Will I be kept informed about the result of making a Sodan Hotline report?

Yes. You will be kept advised about the status of the report, decisions made regarding how the matter is to be handled, timeframes that apply and the result of any investigation and action taken. If you are anonymous, you must initiate contact with Stopline with your Unique Caller Reference Number to receive feedback.

13. If I make a Sodan Hotline report, am I liable in any way?

Where a person who makes a disclosure is implicated in the misconduct, INPEX will use all reasonable efforts to protect the individual from reprisals, however, the act of reporting improper conduct may not shield the person from the reasonable consequences flowing from any involvement in serious misconduct.

14. What happens if INPEX requires further information but my Sodan report is anonymous?

If INPEX requires further information about an anonymous report, we will contact Stopline directly, quoting the Complaint Report Number, and outline the requirement for further information or details.

Stopline will contact you seeking further clarifying information, which will then be provided to INPEX Vice President People & Collaboration. At any time you may choose to provide your contact details and consent to your identity being disclosed to INPEX. This would enable INPEX to contact you directly to discuss your report, which may assist the Company manage its investigation more promptly. However, you may also elect to remain anonymous.

15. Where else can I obtain information about the Business Code of Conduct and related Policies and Standards?

Full details are available in the Business Management System & Controlled Documents Library.

16. How do I contact Stopline?

You can contact Stopline by:

Telephone: 1300 304 550

Post: INPEX, c/- Stopline
PO Box 403
DIAMOND CREEK VIC 3089
AUSTRALIA

Email: inpex@stopline.com.au

Website: <https://inpex.stoplinereport.com>

NRS: The [National Relay Service](#) is a vital service that allows people who are deaf, hard of hearing or have a speech impairment to make and receive phone calls.

Complaints and Grievance Summary Guide

Problem	Initial Contact	Other Options	Standard
Misconduct or suspicious activity or circumstances (unethical, illegal, fraudulent or corrupt practices for example)	Supervisor or Manager	Anti-Bribery and Anti-Corruption Guideline; Stopline	Whistleblower Standard Business Code of Conduct Standard.
Workplace conflicts or grievances	Supervisor or Manager	Fair Treatment Guideline; EAP; Stopline	Employment Agreement and related Standards.
Equal opportunity concerns	Supervisor or Manager	Fair Treatment Guideline; Stopline	EEO Legislation and related Standard: Equal Opportunity, Bullying, Discrimination and Harassment Standard.
Work health and safety	Supervisor or Manager	HSE Reporting Procedures; Stopline	WHS Legislation and related Standards.