



Whistleblower Policy (POL-0039)

VERSION 1.0

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Contents

RLX Whistle Blower Policy.....	1
What is Whistleblowing?	1
What is not a Protected Disclosure?	1
Who can "blow the whistle"?.....	1
Who can a Protected Disclosure be made to?	2
How will RLX investigate and treat a Protected Disclosure?.....	2
What support will RLX provide to a Protected Discloser?.....	3
Fair treatment of individuals in Protected Disclosures	4
Requirements to Report to the Australian Board of Directors of RLX	4
Consequences for Non-Compliance with this Policy	4
Other information	4

RLX Whistle Blower Policy

RLX Operating Company Pty Ltd (**RLX**) and all of its Australian subsidiary companies (RLX, Us, Our or We) are committed to promoting a culture that aspires to the highest levels of ethical conduct and compliance in an environment where those who work and deal with us are provided with the mechanisms to raise their concerns and/or report misconduct (or improper or corrupt conduct) knowing that their concern and/or report will be investigated in the manner set out in this Policy and that they will be afforded the protections set out under the *Corporations Act 2001* (Cth) and the *Taxation Administration Act 1953* (Cth) (together the **Whistleblower Protection Laws**). At RLX, the Board of Directors, the CEO and the Executive Leadership Team are all responsible and committed to ensuring and supporting a culture of “speaking up”. A culture that is led by example and promotes ethical behaviour, integrity, transparency and fairness in everything we do. This Policy has been established to help RLX achieve this goal.

What is Whistleblowing?

A Protected Disclosure is a disclosure made by an Eligible Whistleblower (as defined below) involving misconduct or an improper state of affairs in relation to RLX or involves conduct of an officer or employee of RLX which:

- is dishonest, fraudulent or corrupt;
- is illegal or breaches applicable laws;
- is unethical or in contravention of the RLX Global Code of Conduct or any other RLX (local or Global) Policy;
- may cause financial or non-financial loss to RLX;
- relates to an audit or accounting matter;
- relates to RLXs tax affairs;
- is a substantial mismanagement of RLX’s resources;
- may cause reputational damage to RLX;
- represents a danger to the public (including public health, safety or the environment); and/or
- involves any kind of serious impropriety.

What is not a Protected Disclosure?

A Protected Disclosure does **not** include a personal work-related grievance related to an individual’s employment (or former employment). For example, grievances in respect of the terms and conditions of employment with RLX, disciplinary matters, an interpersonal conflict between employees, a decision to transfer, promote or discipline an employee are all matters that would constitute a personal grievance. Such grievances should be raised directly with the Human Resource Manager and are not covered by this Policy.

Who can “blow the whistle”?

A Protected Disclosure can be made by a current or former:

- Employee and/or Officer of RLX;
- Contractor, supplier, customer, agent and broker including their employees;
- Volunteer of RLX; and
- Spouse, relative or dependent of any of the above.

(collectively an **Eligible Whistleblower**)

A whistleblower who remains anonymous still qualifies for protection under the *Corporations Act 2001*.

Who can a Protected Disclosure be made to?

1. Internal Eligible Recipients at RLX

First Point of Internal Contact is the **Whistleblower Protections Officer** who is an employee of RLX with responsibility for protecting Eligible Whistleblowers (**Whistleblower Protections Officer**). The Whistleblower Protections Officer at RLX is as follows:

Name	Role	Contact Details
Raquel Lavis	National HR Manager	E: raquel.lavis@rlx.com.au

Whistleblower Investigations Officer

The Whistleblower Investigations Officer is a person who is an employee, Director or contractor of RLX with responsibility for conducting preliminary investigations into reports received from an Eligible Whistleblower and is as follows:

Name	Role	Contact Details
Clare Darmanin	Legal, Risk and Compliance Officer.	E: Clare.Darmanin@rlx.com.au

An Eligible Whistleblower may also consider making a Protected Disclosure to any one of the following **internal** Eligible Recipients:

- A member of RLX’s Australian Executive Team;
- A Director or Officer of RLX’s Australian Board of Directors by contacting the Company Secretary at Adam.Sharplin@rlx.com.au

2. Other External Eligible Recipients

An Eligible Whistleblower may consider making a Protected Disclosure to any one of the following external eligible recipients:

- the Australian Federal Police;
- the Australian Securities Investment Commission (**ASIC**);
- the Australian Prudential Regulatory Authority (**APRA**);
- PWC Melbourne Offices, Australia (RLX’s external auditor) or
- the Australian Commissioner of Taxation if the Protected Disclosure concerns RLX’s tax affairs.

How will RLX investigate and treat a Protected Disclosure?

Once RLX is in receipt of a Protected Disclosure, we will endeavour to:

- Investigate the Protected Disclosure within a reasonable period;
- Ensure that the investigation is carried out in a fair and objective way;
- Avoid actual or potential conflicts of interest in carrying out the investigation; and
- Keep information relating to the Protected Disclosure (including the identity of the Eligible Whistleblower) confidential unless the Eligible Whistleblower has consented or where the

Eligible Whistleblower makes the Protected Disclosure to one of the following:

- Where the Protected Disclosure is made to RLX's Legal, Compliance and Risk Officer in Australia or an external lawyer for the purpose of obtaining legal advice or legal representation in relation to the Protected Disclosure;
- The Australian Federal Police;
- ASIC or APRA; or
- The Australian Commissioner of Taxation if the Protected Disclosure concerns RLX's tax affairs.

What support will RLX provide to a Protected Discloser?

In addition to the protections provided by the Whistleblower Protection Laws, RLX has a number of additional support mechanisms in place that are designed to provide further protection to Eligible Whistleblowers and encourage them to make reports without fear of reprisal. These are as follows:

1. Where an employee, contractor or an officer of RLX makes a Protected Disclosure, the Eligible Whistleblower will be entitled to support from RLX's employee assistance provider.
2. **Non-retaliation:** Once an Eligible Whistleblower has made a Protected Disclosure, no person at RLX may cause or threaten any detriment on that Eligible Whistleblower relating to the Protected Disclosure. Detriment includes (but is not limited to) the following **actual** or the **threat of**:
 - Dismissal (where the Eligible Whistleblower is an employee);
 - Physical or psychological harm or Injury
 - Damage to an individual's reputation;
 - Harassment, bullying, persecution, intimidation or reprisal; and
 - Where the Eligible Whistleblower is an employee at RLX, no change to that individual's position or duties
that would disadvantage that individual.
3. Information received from an Eligible Whistleblower will be held in the strictest of confidence and must only be disclosed to a person not connected with the investigation if the Eligible Whistleblower has been consulted and consents in writing to the disclosure; or RLX must do by law. All files and documents created will be kept securely.
4. RLX acknowledges that there may be a substantial personal cost to a person who makes a serious allegation outside of normal lines of management. Where it is not possible to maintain the anonymity of the Eligible Whistleblower, the Eligible Whistleblower through the Whistleblower Protection Officer is entitled to request from RLX either a leave of absence during the investigation and/or where possible, relocation during the investigation. RLX will take all reasonable steps to protect and ensure fair treatment of an Eligible Whistleblower from detriments resulting in from exposing wrongdoing.
5. An Eligible Whistleblower who has made a Protected Disclosure **cannot** be subject to any civil, criminal or administrative liability for making the Protected Disclosure. In the event that the Eligible Whistleblower suffers loss as a result of making the Protected Disclosure they may be entitled to seek compensation or remedies as per s1317AD of the Act. In this regard, RLX encourages Eligible Whistleblowers to seek their own independent legal advice.
6. No contractual or other remedy may be enforced, and no contractual or other right may

be exercised against an Eligible Whistleblower on the basis of the Protected Disclosure. If the Protected Disclosure is made to ASIC, APRA or the Commissioner of Taxation, or is in the public interest or an emergency disclosure as permitted under the Whistleblower Protection Laws, the information is not admissible in evidence against the Eligible Whistleblower in criminal proceedings, or in proceedings for the imposition of a penalty, except for proceedings in respect of providing false information.

Fair treatment of individuals in Protected Disclosures

RLX is also committed to ensuring the fair treatment of Employees or other persons who are mentioned in a Protected Disclosure. Subject to compliance with any legal requirements, fair treatment of those persons implicated in a Protected Disclosure includes the opportunity to:

- be informed as to the substance of the allegations;
- be “heard” and given a reasonable opportunity to put their case (either orally or in writing) to the Protected Disclosure Officer;
- the opportunity to have their responses considered by RLX’s Investigation Officer, and in appropriate circumstances, investigated; and
- be informed of the findings in respect of the Protected Disclosure.

During any investigation into the report of a Protected Disclosure, RLX will extend support and protection to Employees who are implicated in the report until such investigation has concluded and claims have been proven or dismissed. Any suspected adverse or detrimental treatment in this regard should be reported to RLX’s Whistleblowing Protections Officer so that these matters may be addressed.

RLX will endeavour to respond promptly to any complaints raised by parties who are subject to a Protected Disclosure where such parties have concerns about unfair treatment in the context of assessment or, and investigation into the Protected Disclosure.

Where investigations or other enquiries do not substantiate a Protected Disclosure, the fact the enquiry has been carried out, the results of the enquiry, and the identity of any person that is the subject of the Protected Disclosure will remain confidential, unless such disclosure is required by law or the individual subject of the Protected Disclosure requests otherwise.

Requirements to Report to the Australian Board of Directors of RLX

Subject to the confidentiality obligations set out in this Policy, the Legal, Risk and Compliance Officer in Australia is required under this Policy to provide the Australian Board of Directors of RLX with quarterly reports on all material whistleblower matters, including information on:

- (a) The status of any investigation conducted under this Policy; and
- (b) The outcomes of any investigations and completed and the actions taken as a result of those investigations.

Consequences for Non-Compliance with this Policy

Any employee, Officer or Contractor of RLX who breaches this Policy may be subject to disciplinary action, up to and including termination of their employment with RLX. This may also include a deliberate false report (i.e. a report that the discloser knows to be untrue). If any investigation of a disclosure demonstrates that it was not made on objectively reasonable grounds, it may **not** be protected under the Whistleblower Protection Laws. An Eligible Whistleblower who has only some but not all the facts or details should not be discouraged from making a report under this Policy.

Other information

Any individual who has any concerns about this Policy should contact RLX at: compliance@rlx.com.au