# **Fraud Prevention Policy**

# 1. Policy Purpose

Dexus has no tolerance for fraudulent behaviour and activity.

Dexus's Fraud Prevention Policy (**the Policy**) supports this stance by setting out the Group's principles and expectations of employees with regard to fraud prevention; and providing guidance on the identification of fraudulent activity or behaviour, fraud risk management and how to report suspected fraud.

#### 2. Scope and application

This Policy applies to Dexus Directors and employees, including contractors and agents acting for or on behalf of Dexus (employees).

Employees are required to take all reasonable measures to prevent, detect and manage fraud risk; and to report any instances of fraud or suspected fraud.

All suspected fraud is fully investigated.

Where fraud has been committed, all efforts will be made to recover wrongfully obtained assets from fraudsters. Any employee who has intentionally committed or aided and abetted the commission of fraud against Dexus or its customers will face disciplinary action which could include a negative impact on remuneration or termination of employment. Fraud is a serious criminal offence in Australia and if convicted, can result in imprisonment.

#### 3. Policy principles

Dexus has no tolerance for any fraud committed by employees or any third party acting on behalf of or for Dexus.

Dexus has adopted the following principles in relation to fraud:

- Act fairly, honestly and in good faith.
- Identify and implement proactive fraud prevention and detection measures to reduce opportunities that could lead to fraud.
- Adopt and promote a culture of fraud awareness and effective management to ensure fraud issues are identified, investigated and reported.

Dexus is committed to giving effect to these principles by:

- Adopting relevant policies and operating processes and guidelines.
- Maintaining appropriate reporting and investigation processes and procedures.
- Conducting periodic reviews of fraud risk management arrangements, including policies and procedures.
- Providing general fraud awareness training to Dexus employees on an annual basis.

#### 4. Definition of Fraud

Fraud is defined as a dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of moneys or other property, by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity (*per Australian Standard for Fraud and Corruption Control (AS 8001-2021)*).

Any fraudulent or attempted fraudulent conduct can originate internally or externally:

- Internal Fraud: committed by a member of Dexus's staff or an authorised representative of a Dexus licensee.
- **External Fraud**: committed by a person or persons who are external to Dexus. External fraud may include fraud committed by a Dexus customer or a third party such as an external advisor.

### 5. Reporting Fraud

Dexus requires all suspected or actual fraud related matters to be reported as soon as they are identified for a prompt investigation to determine the actions required. This may involve reporting to external parties such as law enforcement, regulators, or an investigative agency.

There are several channels to report instances of fraud or suspected fraud:



- Head of Risk
- Whistleblowing Protection Officers (refer to the *Whistleblower Policy*)
- Your-Call via the Your-Call website (<u>yourcall.com.au</u>) or call 1300 790 228 between 9:00am and midnight AEST (excluding weekends and public holidays) using Dexus' ID: DEXU500.
- Relevant Business Manager (where appropriate).

The following information should be provided when reporting a suspected or actual fraud:

- Date the incident was identified
- Date the incident occurred
- Brief description of the incident including how it was identified and how it occurred
- Details of the impact to client/funds, if any
- If the incident involved a supplier, other third party or external service provider
- Financial impact (if known).

Dexus strongly supports disclosure being made by employees of fraudulent conduct, illegality, or improper use of the company's assets. In the event the reporter wishes to remain anonymous, Dexus has established a Whistleblower Policy to protect those employees who make such disclosures.

# 6. Investigation

The Head of Risk or delegate will lead the investigation to determine the cause, nature and circumstances surrounding the incident or activity. The matter will be recorded as an incident and where it involves an employee of Dexus, the incident will be recorded as 'confidential'. The Head of Risk or delegate will advise the Executive Committee, Board Risk & Compliance Committee and other Boards (where appropriate).

# 7. Fraud indicators and fraudulent conduct

Fraud indicators assist individuals in identifying instances of fraud or suspected fraud. Each indicator alone does not confirm fraudulent activity; however, they can serve as warning signs that warrant further investigation should they arise. Common fraud indicators and activities that constitute and facilitate fraud to be aware of include:

Internal Fraud Indicators and Misconduct	Description			
Collusion	Suspicious activities involving multiple employees collaborating to bypass controls, manipulate records, or facilitate fraudulent transactions. This could involve Dexus employees providing information or other assistance to third parties to help them commit fraud upon Dexus or a client of Dexus.			
Insider trading	Buying or selling Dexus securities (including DXI, DXC and DXS <sup>1</sup> ) based on non-public (inside) price sensitive information that is generally unavailable to investors. This breaches the <i>Corporations Act 2001</i> , where the law prohibits the use of inside information (insider trading) and the disclosure of inside information (tipping).			
Forgery of records	The falsifying of records and processing of a false statement is fraud e.g. falsifying data on receipts or invoices; forgery of a signature on a document; and forgery of certificates of competency or qualifications; manually or with the assistance of technology.			
	This includes the provision of financial information or reports to management, auditors, the Boards and their committees, regulatory authorities and to the public, which are intentionally false.			
Misappropriation of assets and access	Inappropriate use of the company's property and assets including (but not limited to) unauthorised usage of funds, facilities, confidential information, and intellectual property.			
	Unauthorised access to sensitive systems, and unauthorised changes to user permissions can also expose vulnerabilities that facilitate fraud.			
Lack of segregation in	When a single individual has control over multiple aspects of a process or transaction, it increases the risk of fraudulent activities, as there are fewer			

<sup>&</sup>lt;sup>1</sup> DXI = Dexus Industria REIT<sup>TM</sup>; DXC = Dexus Convenience Retail REIT; and DXS = Dexus Property Group all of which are listed on the Australian Stock Exchange (ASX).



Internal Fraud Indicators and Misconduct	Description
duties	checks and balances in place. Fraudulent behaviour an employee may exhibit includes unwillingness to take leave or share duties and excessive control without reasonable explanation.
Conflicts of Interest	Accepting commissions, fees, gifts or favours that might act as an inducement to do business or influence a business decision could result in a conflict of interest. Conflicts of interest must be reported immediately to Compliance to ensure appropriate management of the actual or potential conflict.
Deceptive conduct	Any act, behaviour or statement made with the intention of misleading another party to enter a contractual or business arrangement. This includes procuring or purchasing a product or service which is inappropriate or unsuitable for their circumstances and may result in monetary loss or inadequate benefits for price/cost incurred.

External Fraud Indicators	Description				
Unusual transactions	Large or frequent transactions that are inconsistent with a customer's normal behaviour or transaction patterns can indicate potential fraud.				
Customer complaints or anomalies	Frequent complaints from customers about incorrect or unauthorised transactions, unexplained fees, or unusual account activities should be investigated further.				
Supplier or other third- party invoice changes	<ul> <li>Supplier or third-party invoices may indicate fraudulent activity if the invoice:</li> <li>Includes insufficient detail to support payment; or</li> <li>Amount has increased significantly with no discernible change in contracted terms; or</li> <li>Bank account details for payment have changed without previous notification from the supplier or other third party.</li> </ul>				
Failed security verification checks	The individual claiming to be the customer repeatedly fails security checks when requesting a redemption or changes to their static data such as their bank account details.				
Deception created by the use of Artificial Intelligence (AI)	<ul> <li>Al can be used to commit fraud in various ways including the following:</li> <li>Creating Fake Identities: Fraudsters can manipulate AI algorithms to generate fake identities and documents to circumvent identity verification and security procedures.</li> <li>Phishing Scams: AI-powered systems can conduct phishing scams to scale making sophisticated attacks more convincing and attainable.</li> <li>Voice Cloning: Fraudsters can use AI to clone voices which can be used to impersonate individuals and redirect bank funds.</li> <li>Deepfake Videos: AI-generated deepfake videos can be used for misinformation and deception.</li> </ul>				

# 8. Fraud risk management

The fraud risk management approach at Dexus follows the *Risk Management Framework* and is underpinned by the following principles:

- Fraud prevention: includes the establishment of an appropriate risk culture that promotes ethical behaviour
  across all levels of staff at Dexus and implementation of preventative controls. Preventative controls are
  designed to reduce instances of fraudulent activity and allow objective assessment of the effectiveness of
  the fraud risk controls in place. Fraud awareness training is also provided to all staff on an annual basis.
- **Fraud detection**: can take place through various channels including internal monitoring activities, external reviews, complaints received or whistleblowing. Dexus employs detective controls which are designed to



identify indicators of fraud and to detect occurrences of fraud. The Risk team facilitates risk assessments to assist with managing fraud risk within the various business units and, where appropriate, assist in identifying treatment plans to mitigate the risk of fraud.

- Fraud response: Dexus ensures timely investigation and response to detected fraud by implementing the
  associated risk and treatment plans based on determined facts.
- Monitoring and review: annual risk assessments, regular monitoring and review of controls will ensure the
  risk and control environment remains appropriate and continue to identify and assess fraud risks or
  emerging risks.

9.	Roles and Responsibilities
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Role	Responsibility					
All employees	Taking all measures to prevent fraudulent activity and report any suspected fraudulent activity or behaviour immediately. Including:					
	Knowing what fraud is, being familiar with this policy and completing fraud prevention training					
	<ul> <li>Understanding the responsibilities of their position; familiarising themselves with correct job procedures and adhering to them</li> </ul>					
	Being aware of strategies implemented in their team / business unit to minimise the risk of fraud					
	<ul> <li>Being continuously vigilant to the potential for fraud, alerting responsible people to possible or perceived vulnerabilities.</li> </ul>					
	Assist with investigation of fraud where appropriate.					
Risk Team	Raising awareness of fraud					
	Planning, execution and ongoing maintenance of Fraud Prevention Policy, including periodic fraud internal audits at least every 3 years					
	Monitoring of key controls to safeguard against Fraud					
	Leading any suspected fraud investigations.					
Executive Committee	Establishing an appropriate risk culture that promotes ethical behaviour					
	To ensure appropriate risk and compliance management practices and policies are in place to prevent and manage fraud					
	Assist with investigation of fraud where appropriate.					
Dexus Board Risk & Compliance Committee	Reviewing all incidents of reported fraud					
	Assist with investigation of fraud where appropriate.					
Dexus Board of Directors	Awareness and management of significant instances of fraud.					

#### 10. Training and awareness

Fraud awareness training is provided to all staff on an annual basis via training courses and regular communication to employees.

#### 11. Governance

The Policy is owned by the Risk team and is approved by the Board Risk & Compliance Committee (BRCC) following review and endorsement by the Executive Committee (ExCo) on an annual basis.

# 12. Additional Information

If you have any questions arising from this Policy, please contact - Natalie Wray, Head of Risk.

#### 13. Related Policies



This policy should be read in conjunction with the Risk Management Framework and the following related policies and programs:

- Employee Code of Conduct.
- Conflicts of Interest and Related Party Transactions Policy.
- Whistleblower Policy.
- Joint Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Programs.
- Anti-Bribery and Corruption (ABC) Policy.
- Sanctions Policy.
- Compliance Incident and Breach Management Policy.
- Securities Trading Policy (including Inside Information).
- Workplace Behaviour Policy.

# 14. Approving Authority

Version	Document Owner	Author	Approving Authority	Approved Date
Formerly subset of "Fraud, Corruption & Bribery" Policy, V14	Compliance	Rachel Caralis	Corporate Executive Committee Board Risk Committee	16 May 2023 6 June 2023
1	Head of Risk	Andrew Pietor	Group Management Committee Board Risk Committee	25 September 2023 17 November 2023
1.1	Head of Risk	Andrew Pietor	Executive Committee Board Risk & Compliance Committee	28 April 2024 17 June 2024