



Whistle Blower Policy

This Whistle Blower Policy applies to all Employees of the business.

The objective of the policy is to provide a framework for employees to report any suspected misconduct, corruption or other illegal or unethical behaviour.

The requirement is for all staff to comply with the Whistle Blower Policy.

Procedures (not required)

Purpose

The purpose of this policy is to provide a framework for employees and external parties to report any suspected misconduct, corruption or other illegal or unethical behaviour within the Australian Business. The policy will ensure that all reports are taken seriously and handled in a confidential and timely manner.

Objective

The objectives of this policy are:

- To encourage and enable individuals to raise concerns about misconduct or illegal or unethical behaviour within the business without fear of retaliation.
- To ensure that all reports are thoroughly investigated, and appropriate action is taken.
- To maintain the confidentiality of whistle blowers and protect them from any victimisation or retaliation.
- To ensure that all employees and external parties are aware of the procedures for reporting suspected misconduct or illegal or unethical behaviour.
- To promote transparency and ethical behaviour within the business.

Policy Requirements

- **Reporting of Suspected Misconduct:** All employees and external parties are encouraged to report any suspected misconduct, corruption or other illegal or unethical behaviour within the Australian Business. Reports can be made in writing or verbally to a nominated officer or via an external whistle blower service.
- **Confidentiality:** The identity of the whistle blower will be kept confidential to the fullest extent possible. However, in certain circumstances, such as where required by law or in the interests of public safety, the identity of the whistle blower may need to be disclosed. The whistle blower will be informed of any such disclosures.
- **Protection from Retaliation:** The Australian Business will not tolerate any form of retaliation against whistle blowers. Any employee found to have retaliated against a whistle blower will be subject to disciplinary action, up to and including termination of employment. Any external party found to have retaliated against a whistle blower may be subject to legal action.
- **Investigation and Action:** All reports will be taken seriously and investigated in a timely manner. The investigation will be conducted in a fair and objective manner, and the whistle blower will be kept informed of the progress and outcome of the investigation. If the report is substantiated, appropriate action will be taken, which may include disciplinary action, termination of employment or referral to external authorities.
- **Training and Awareness:** All employees will be trained on the whistle blower policy and the procedures for reporting suspected misconduct or illegal or unethical behaviour. The policy



will be made available to all employees and external parties, and regular reminders will be provided.

Conclusion:

The Australian Business is committed to promoting a culture of transparency and ethical behaviour, and this whistle blower policy is an important step in achieving that goal. All employees and external parties are encouraged to report any suspected misconduct, corruption or other illegal or unethical behaviour, and the business will take all reports seriously and investigate them in a fair and objective manner.

The Director is responsible for communicating the Whistle Blower Policy to all persons working for or on behalf of the organisation and making it available to interested parties.