

WHISTLEBLOWER [POLICY]

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Policy Statement

This company is committed to maintaining a work environment that is free from harassment, retaliation and discrimination, and where employees feel safe to raise questions and issues at any time without fear of retaliation. The company will strive to protect the rights of any individual who makes such a report to the company in good faith, and strictly prohibits any form of retaliatory action or behaviour against employees who raise issues or exercise workplace rights protected by law.

Aims And Objectives

The company will treat all work-related grievances in a confidential and sensitive manner, and protect the rights of the person making the disclosure, including where the disclosure is found to be incorrect; however, this undertaking will not extend to persons making a report that the person knows is untrue. The company will ensure that the identity of the person making the disclosure will be kept confidential so long as it does not hinder or frustrate any investigation

Responsibilities

Management of the company will implement systems to allow employees to raise concerns and to disclose information that the individual believes shows evidence of wrongdoing, including (but not limited to):

- illegal conduct such as theft, dealing in or use of illicit drugs, violence (or threats of violence), and criminal damage to property
- fraud, money laundering or misappropriation of funds
- offering or accepting a bribe
- financial irregularities
- failure to comply with, or breach of, legal or regulatory requirements
- engaging (or threatening to engage) in detrimental conduct against a person who has made a disclosure or is believed or suspected to have made, or is planning to, make a disclosure.

Individual employees may raise personal work-related grievances which will be treated in a similar manner, including matters such as:

- interpersonal conflicts between the discloser and another employee
- a decision that does not involve a breach of workplace laws
- a decision about the engagement, transfer or promotion of the discloser
- a decision about the terms and conditions of engagement of the discloser, or
- a decision to suspend or terminate the engagement of, or otherwise to discipline, the discloser.

Employees should exercise due care to ensure the accuracy of any information provided, and that any report made is done so in good faith, and is based on credible and accurate grounds.



Kal Hayek

Date: 01/03/2022