

Purpose: This policy outlines Steve J Martin Ltd's commitment to providing a safe and confidential environment for employees to report concerns about wrongdoing. It establishes the framework for whistleblowing within our organization.

Scope: This policy applies to all employees, contractors, and visitors to our workplace.

Policy Statement: Steve J Martin Ltd is committed to:

- Providing a safe and confidential environment for employees to raise concerns about wrongdoing.
- Investigating all reported concerns promptly and impartially.
- Protecting whistleblowers from retaliation.
- Promoting a culture of integrity and transparency.

Protected Disclosures: The policy protects disclosures made in good faith about:

- Criminal offenses
- Misconduct
- Breaches of law
- Breaches of public interest disclosures legislation
- Health and safety risks
- Environmental damage

Reporting Procedures: Employees may report concerns through the following channels:

- Directly to their supervisor
- To a designated senior manager
- Through an anonymous reporting system
- To an external whistleblower hotline

Protection of Whistleblowers: We will take steps to protect whistleblowers from retaliation, including:

- Maintaining confidentiality of their identity
- Providing support and counselling
- Taking disciplinary action against those who retaliate against whistleblowers

Investigation Process: All reported concerns will be investigated promptly and impartially. Investigations will be conducted by a designated investigator or committee. The investigator or committee will have the authority to interview witnesses, collect evidence, and take appropriate action.

Confidentiality: We will maintain confidentiality of the whistleblower's identity unless they consent to disclosure. Information obtained during the investigation will be treated as confidential.

Retaliation: Retaliation against whistleblowers is strictly prohibited. Any employee found to have retaliated against a whistleblower will face disciplinary action.

Responsibilities:

- **Management:**
 - Develop and implement whistleblower policies and procedures.
 - Ensure adequate resources are allocated for whistleblowing investigations.
 - Monitor and review whistleblower cases.
 - Investigate reported concerns promptly and impartially.
- **Supervisors:**
 - Encourage employees to report concerns about wrongdoing.
 - Ensure that employees are aware of the whistleblowing procedures.
 - Report any suspected wrongdoing to the appropriate channels.
- **Employees:**
 - Report concerns about wrongdoing in good faith.
 - Comply with whistleblower policies and procedures.
 - Protect the confidentiality of whistleblowers.

Review and Improvement: This policy will be reviewed annually to ensure its effectiveness. We will continuously improve our whistleblowing procedures.

Steve Martin
Company Director

Steve Martin