

Ezko Property Services Pty Ltd

Website: www.ezko.com.au

Reviewed: 19 November 2021

Next Review: 19 November 2022

Whistle Blower



Purpose

Ezko is committed to the highest standards of ethical behaviour and conduct across all of our business activities and to support a culture of honest and ethical behaviour and corporate compliance. We encourage the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving our business and will protect those persons who make a report so that they may do so confidentially and without fear of intimidation, disadvantage, or reprisal. This policy is published on the Ezko website to ensure the policy is available to employees, suppliers, clients and other persons wishing to use it.

EZKO staff, clients and suppliers are encouraged to report any misconduct in good faith and free from victimisation. We are committed to protecting and supporting the dignity, wellbeing, career and name of anyone reporting a wrongdoing. This includes instances of suspected illegal, fraudulent unethical, conduct involving our business, and will ensure that any person who makes a report shall do so without fear of intimidation, or reprisal.



What is a Reportable Incident or Conduct?

If you have reasonable grounds to suspect that an Ezko director, officer, employee, contractor, supplier, tenderer or other person who has business dealings with Ezko has engaged in reportable conduct which is;

- Dishonest, corrupt or fraudulent including bribery or other activity;
 - Illegal activity (such as theft, violence, harassment or intimidation, criminal damage to property, breach of competition and consumer law, breach of privacy law or other breaches of state or federal law);
 - Unethical or in breach of our policies (such as dishonestly altering company records or data, adopting questionable accounting practices or wilfully breaching our Code of Conduct or other policies or procedures);
 - Potentially damaging to Ezko, an Ezko employee or a third party, such as unsafe work practices, environmental damage, health risks or abuse of Ezko property or resources;
 - An abuse of authority or a conflict of interest;
 - May cause financial loss to Ezko or damage its reputation or be otherwise be detrimental to Ezko's interests;
- Involves harassment, discrimination, victimisation or bullying, other than personal work-related grievances as defined in the Corporations Act;
 - Involves any other kind of misconduct or an improper state of affairs or circumstances. Note that Reportable Conduct generally does not include personal work-related grievances. These are grievances which relate to a current or former employee's employment or engagement that have implications for only that person and do not have broader implications for Ezko. Examples include:
 - a conflict between you and another employee;
 - a decision relating to your promotion or transfer;
 - a decision relating to the termination of your employment. Such matters should be raised directly with your manager or through the Ezko Human Resources Manager HR@ezko.com.au.

Ezko expects that reports made under this policy are made honestly, ethically and on reasonable grounds.

Who Can I Report too?

Ezko believe in the need for transparency and open communication. The standards described here are vital to our future success. Any concerns about matters outlined here should be reported to either your Manager, a Senior Manager or consultation@ezko.com.au (which is only seen by the Human Resources Manager) and / or to our independent support person Mark Diamond from the Workplace Advisory group markd@workplaceadvisorygroup.com.au

All matters raised will be treated confidentially and on a non-retaliatory basis.

Ezko Angels with concerns, can email our external contact Mark Diamond markd@workplaceadvisorygroup.com.au or consultation@ezko.com.au

The Angel is contacted and their concerns are documented

Any matters raised about the share holders or position holders are investigated by Mark Diamond

All other matters are investigated and discussed between Human Resources and Mark Diamond

