

# **WHISTLEBLOWER PROTECTION POLICY**

**Korvest Ltd**  
**ABN 20 007 698 106**

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# Whistleblower Protection Policy

## 1 Introduction

### 1.1 Korvest Commitment

Korvest Ltd (Korvest) Whistleblower Protection/Non Compliance Reporting Policy has been adopted by the Board to ensure concerns regarding unacceptable conduct including breaches of Korvest Code of Conduct can be raised on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.

### 1.2 Purpose of this Policy

The purpose of this Policy is to promote responsible whistle blowing about issues where the interests of others, including the public, or of the organisation itself are at risk.

### 1.3 Who is covered by this Policy?

This Policy applies to Korvest Directors and employees, Korvest contractors and employees of Korvest contractors (each a Korvest Person).

## 2 Conduct Covered by this Policy

Korvest Persons are encouraged to report any conduct which is related to:

- (a) dishonest behaviour, fraudulent activities, corrupt practices or illegal activities;
- (b) conduct endangering health and safety;
- (c) a suspected breach of the Code of Conduct; or
- (d) a breach of any Korvest policy.

## 3 Reporting and Investigating Unacceptable Conduct

If a Korvest Person suspects that unacceptable conduct has occurred, then they should contact one of the following Authorised Officers:

- (a) the Finance Director; or
- (b) the Managing Director; or
- (c) the Chairman of the Board Audit Committee.

A person can make a report by calling the Whistleblower Hotline 1300 xxx xxx or by sending an email to [<email address>](#).

Upon receiving a complaint, the Finance Director and the Managing Director will determine who will investigate the matter.

Where the matter implicates an Executive Manager or the Managing Director, the report should be made to the Chairman of the Board's Audit Committee by emailing <email address>.

The Korvest Person making the complaint will have the option of either:

- (d) identifying themselves; or
- (e) remaining anonymous.

An internal report on the outcome of the investigation, including any recommended actions, will be prepared by the Authorised Officer.

## **4 Protecting Confidentiality and Privacy**

### **4.1 Confidentiality**

If a Korvest Person makes a report of unacceptable conduct under this Policy, and Korvest is aware of that person's identity, Korvest will make every reasonable endeavour to ensure that person's identity is protected from disclosure. Korvest will not disclose the Korvest Person's identity unless:

- (a) the Korvest Person making the report consents to the disclosure;
- (b) the disclosure is required by law;
- (c) the disclosure is necessary to prevent or lessen a serious threat to a person's health or safety; or
- (d) it is necessary to protect or enforce Korvest legal rights or interests or to defend any claims.

### **4.2 Protecting the Korvest Person**

Korvest Persons who make complaints in good faith and without malice can rely on the protection afforded by this Policy. However, disciplinary action may be taken against an individual making malicious or vexatious allegations.

## **5 Policy Review, Disclosure and Contact Details**

### **5.1 General reporting on whistleblower activity**

The Finance Director will prepare reports which contain a general summary of the number and type of incidents identified or complaints received through Korvest internal reporting processes, together with a description of the nature and results of any investigation conducted as a result of a reported incident or complaint.

These reports will be provided:

- (a) to the Managing Director on a regular basis (the frequency to be determined by the Managing Director from time to time);
- (b) to the Senior Management Committee; and
- (c) the Board.

### **5.2 Review of this Policy**

The Finance Director will use the reports provided under this Policy to monitor and review regularly the effectiveness of the whistleblower protection program described in this Policy.

### **5.3 Who to contact**

Any questions relating to the interpretation of this Policy should be forwarded to the Finance Director.