

## 1. Ethics (Whistle-blower) Hotline Policy

## 2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. Achieving the mission requires that the people who are employed by RedR Australia be honest, law-abiding, respectful, and fair. While the Code of Conduct describes specific principled behaviour that is required, it doesn’t make rules for everything. It is up to each employee as individuals to understand the core values and apply them to the unique assignments.

## 3. Purpose

The purpose of this policy is to ensure that RedR Australia Ltd (**RedR**):

- Describe everyone’s responsibilities, as well as the practices as an organisation, regarding the reporting of violations of law and breaches of the code of conduct.
- Inform individuals about the options for communicating instances of wrongful conduct.
- Create an environment where individuals feel encouraged to raise reports and make disclosures in a timely, safe, and confidential manner.
- Assure individuals that there will not be retaliation because of having made a good faith disclosure.
- Actively protect and manage the welfare of whistle-blowers and others connected with a report and/or disclosure.

## 4. Scope

This policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR
- Associate trainers
- RedR deployees
- Standby personnel/applicants.
- RedR Board members

## 5. Policy Statement and Principles

It is in the organisation’s best interest to know of any legal or code of conduct violations as early as possible. When the problems are known, action can be taken to stop the wrongful acts. Addressing problems forthwith not only reduces the negative impact of the error, but also assures that RedR’s reputation remains strong, putting us in the best stead to achieve the mission.

Necessary action will be taken to prevent ethical lapses, and to swiftly correct failure to follow the law and the Code of Conduct.

### Principles:

#### Responsibility

It is the responsibility of everyone to communicate activity which may be a violation of:

- The laws which govern our work

- The code of conduct.

An allegation of wrongful conduct must be made with the individual having reasonable grounds of their suspicion.

RedR Australia board members, executives, senior managers or team leaders can be a recipient of a whistle-blower report and/or disclosure of wrongful conduct/misconduct. The recipient must ensure the protection of the whistle-blower. Importantly, the recipient of a report/disclosure is obliged to proactively protect the whistle-blower from the risk of detrimental action.

As outlined below, there is a reporting process available to assist those who have knowledge that would be useful to the organisation. All employees and associates must take seriously their obligation to communicate knowledge of wrongful behaviour. There is also an expectation that individuals will challenge openly and in-the-moment, any actions that violate the spirit of the values and the Code of Conduct, regardless of the status of the person whose questionable behaviour is being addressed.

## 6. Procedures

### The whistle-blower and reporting practices and options

RedR Australia would like all its personnel to feel safe and to be treated fairly at work, so if an employee or associate believes that an individual or a work colleague are unsafe or not being treated fairly and your manager cannot assist, RedR Australia encourages reporting what is wrong to the independent hotline service at Stop Line.

Stop Line has trained and experienced consultants available to take the telephone call, letter, email, or contact through the website for the complaint.

Stop Line takes information about illegal, corrupt, or unfair behaviour in the workplace and it remains anonymous. There is no caller ID on the telephone calls to Stop Line and any electronic form of communication is also confidential.

Stop Line will handle the information in a secure and confidential way. Stop Line's Privacy Policy can be found at <https://www.stopline.com.au/privacy-policy>.

The email address for Stop Line is [redaustralia@stopline.com.au](mailto:redaustralia@stopline.com.au) or there is a telephone 1300 30 45 50 between the hours of 8am and 9pm. Alternatively, there is the option to write to Stop Line at PO Box 175 Hawthorn East, Victoria, Australia 3122.

There is also the option to utilise the confidential website at [www.redaustralia.stoplilereport.com](http://www.redaustralia.stoplilereport.com) to find out more information or report an incident. There is also the option to download the free smart phone APP and make a confidential disclosure.

When contacting Stop Line please include details of the complaint, including as much information as possible, for example;

- What is happening?
- Where is it happening?
- How is it happening?
- Who is doing the wrong thing?
- Why are they doing the wrong thing?

### What the Submitter Can Expect

Regardless of the way issues are reported, individuals who make a submission are protected from detrimental action. All reports and investigations pertaining to those reports, will remain

confidential and recipients who receive such reports are warned that any release or disclosure of an individual's personal details will result in RedR Australia enforcing disciplinary action. Further to this, an individual may receive a civil or criminal penalty if the whistle-blower laws are breached.

If an individual does not believe the action taken by whom they have reported the wrongful conduct to was suitably effective, the individual is entitled to report the matter to the RedR Australia Fraud Control Unit (CFO, Finance Manager and Head of Risk, Safety and Security) or the People and Capability Manager.

If the submitter elect's anonymity, the company will do its best to keep the submitter's identity anonymous.

## 7. Roles and Responsibilities

### **Board of Directors**

- Ensure that this policy complies with our legal and ethical obligations.

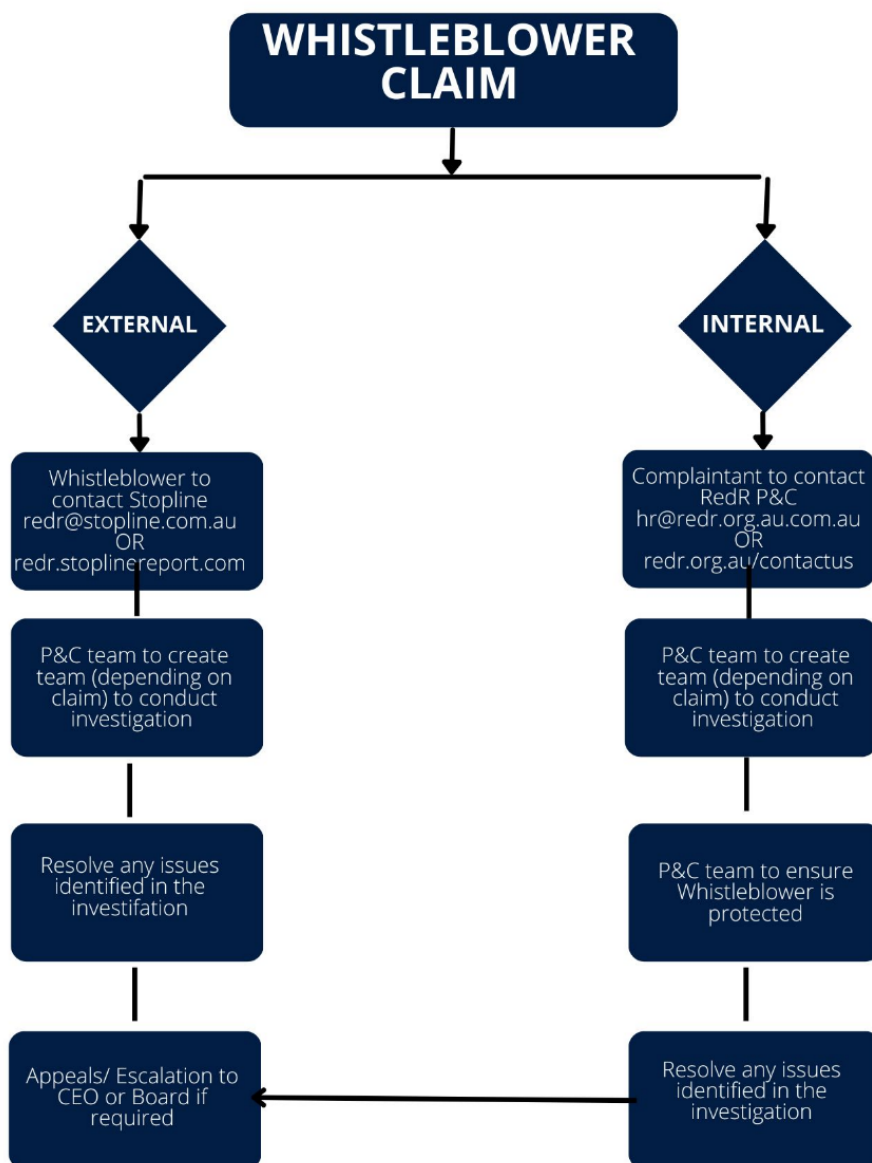
### **CEO**

- Ensure that all those associated with RedR Australia comply with the policy.

### **People and Capability Manager is responsible for ensuring the policy:**

- Aligns with relevant legislation, government policy and/ACFID and RedR requirements/strategies/vales
- Is implemented and monitored
- Is reviewed to evaluate its continuing effectiveness.

## 8. Flow Chart



## 9. Definitions

### Detrimental Action

- Action causing injury, harm, loss, or damage (including psychological harm)
- Damaging a person’s property, reputation, business, or financial position or causing any other damage to a person
- Intimidation, bullying or harassment
- Discrimination or other adverse treatment in relation to the Whistle-blower’s employment, career, profession, trade or

# Ethics (Whistle-blower) Hotline Policy

business, including dismissal, demotion or the taking of other disciplinary action

- Current or future bias
- Action that constitutes the making of a threat to cause any such Detrimental Action to another person
- Any conduct which incites others to subject the Whistle-blower to any of the above conduct.

---

## **Wrongdoing, wrongful conduct**

- A violation of applicable state and/or federal laws and regulations a violation of our code of conduct
  - Behaviour which, if not ceased, could lead to a legal or code of-conduct violation
  - Actions which are not in keeping with our values in general
- 

## **10. Related Policies and Documents**

- RedR Staff Terms and Conditions
- RedR Deployee handbook
- Code of Conduct

## **11. Document Control**

<b>Reviewed by:</b>	P&C Manager
<b>Approved by:</b>	CEO
<b>Review date:</b>	August 2023
<b>Next review:</b>	August 2026
<b>Distribution:</b>	Internal only
<b>Version number</b>	3.0