

Trackita.

POLICY

Overview

POLICY

Trackita Pty Ltd Whistleblower Policy: Speak Up Without Fear

Guiding Values

Here at Trackita Pty Ltd, we're committed to doing business the right way, and that means sticking to our core values. We believe in fairness, honesty, and integrity in everything we do. We're also legally obligated to make sure that we deal with any problems in our company appropriately and confidentially.

Why This Policy Exists

This policy helps you understand how to safely and properly report any wrongdoing or problems you notice at the company. By wrongdoing, we mean anything illegal, unethical, or otherwise not in line with our values. We promise to protect anyone who reports an issue from being treated unfairly afterwards.

Who Needs to Know This Policy?

This policy is for everyone connected with Trackita Pty Ltd, including:

- Employees
- Managers
- Directors
- Contractors and their staff
- Suppliers and their employees
- Consultants
- Auditors
- Any family members of the above

What Can Be Reported?

You can report anything that seems off if it involves:

- Dishonest or unethical behavior
- Illegal actions like stealing or violence

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- Going against company rules
- Being careless or overly risky
- Actions that could harm our company, employees, or anyone else
- A public or financial danger
- Harassment, discrimination, or bullying

If what you have to report doesn't fit these categories, it might not be covered by legal protections. Also, this policy isn't for personal issues or disagreements between employees. For those, check out our Grievance Policy or contact Sue Haywood.

How to Report a Problem

We count on everyone here to help keep our company honest and safe. If you spot an issue, we need you to report it.

Internal Reporting

You can confidentially report your concerns to our Whistleblower Protection Officer:

Sue Haywood

By setting up this system, we're doing our best to make sure everyone at Trackita Pty Ltd can speak up without fear of negative consequences. Thank you for helping us maintain a culture of integrity and accountability.

Reporting Misconduct

If you see someone doing something wrong at the company, you should report it. This is what we call "Reportable Conduct". This could be anything like theft, harassment, or breaking company rules.

How to Report

You can send an email to our Whistleblower Protection Officers any time, even outside working hours. If you have questions before reporting, feel free to ask them too.

If for some reason you can't use email, you can also talk to some other key people in the company, like the COO or your account leads.

Being Anonymous

You can report without telling us who you are. It's easier for us to look into things if we know who you are, but you don't have to identify yourself if you don't want to.

Other Ways to Report

You can also report to the Australian Securities and Investments Commission (ASIC) or the Australian Prudential Regulation Authority (APRA).

If you need legal advice, talking to a lawyer is okay too.

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Emergency and Public Interest Disclosure

In extreme cases, you might need to report to journalists or politicians. Make sure you've already reported to ASIC or APRA, and at least 90 days have passed since then.

Investigation

Once you report, we'll look into it. We'll keep your identity a secret and will update you on how the investigation is going. The person you reported will also have a chance to give their side of the story.

Your Protection

We won't take any action against you for reporting. This means you won't be fired, demoted, or harassed for doing the right thing.

Confidentiality

We'll keep everything you tell us confidential. Your identity will only be revealed if you're okay with it or if the law says we have to. We'll do our best to keep you anonymous if that's what you prefer.

If you think someone has leaked your identity without your okay, tell a Whistleblower Protection Officer right away.

Support

Support Available If you speak up about a problem at work or are involved in a report, you can use our free, private counseling service. It's called the Employee Assistance Program (EAP) and you can find it on the Hub.

If needed, someone from HR might also be assigned to help you with ongoing issues.

You can also call external help lines like Lifeline (13 11 14) and Beyond Blue (1300 22 4636).

Other Matters Breaking this policy is a big deal and could lead to being fired.

This policy isn't a part of your job contract. It's more like guidelines that the company can change whenever it wants.

For more info, you should also read other important company rules, like:

- Code of Conduct
- Grievance Policy
- Bullying & Harassment Policy