

Ethics (Whistleblower) Hotline Policy

1. Purpose

The purpose of this policy is to:

1. Describe each individual's responsibilities, as well as our practices as an organisation, regarding the reporting of violations of law and breaches of our code of conduct
2. Inform individuals about their options for communicating instances of wrongful conduct
3. Assure individuals that they will not experience retaliation as a result of having made a good faith disclosure

2. Scope

This policy applies to:

- a. All employees, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

3. Policy Statement

Achieving our mission requires that the people who work here be honest, law-abiding, respectful, fair and decent individuals. While our code of conduct describes specific principled behaviour that is required, it doesn't attempt to make rules for everything. It is up to each one of us as individuals to understand our core values and apply them to our unique assignments; when we're not sure about a decision, it's our responsibility to contact our CEO or someone in the HR Office for guidance.

It is in our organisation's best interest to know of any legal or code of conduct violations as early as possible. When we learn about problems, 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 our reputation remains strong, putting us in the best stead to achieve our mission.

We intend to take the necessary action to prevent ethical lapses, and to swiftly correct our employees' and other associates' failure to follow the law and our code of conduct.

Nothing in this policy is intended to interfere or negate information in the Employee Handbook

4. Principles

4.1 Employee, partner, volunteer and board member responsibility

It is the responsibility of each individual working with us to communicate activity which may be a violation of:

- the laws which govern our work, or
- our code of conduct

As outlined below, there are multiple reporting options available to employees who have knowledge that would be useful to our organisation. Employees must take seriously their obligation to communicate knowledge of wrongful behaviour. We also expect our employees to challenge openly and in-the-moment any actions that violate the spirit of our values and our code of conduct, regardless of the status of the person whose questionable behaviour is being addressed.

5. Procedures

5.1 Our whistleblower and reporting practices

We strive to create an atmosphere where individuals will be comfortable coming forward on an identified basis to communicate legal and code of conduct violations.

Our organisation knows that in many situations anonymity and confidentiality are essential in order for individuals to feel safe reporting wrongdoing.

Accordingly, communicating issues through the normal channels and through the established organizational hierarchy may not always be feasible. For this reason, concerns may be directed to CEO via +61 418 212 567.

5.2 Employees' Reporting Options

1. Tell your direct supervisor
2. Report the incident to the HR Office
3. Tell our audit committee convenor
4. Write a letter to the Chair of the Board
5. Contact relevant external authorities or agencies

We encourage submitters to make their reports as complete as possible, detailing timelines, names and places.

5.3 What the Submitter Can Expect

Regardless of the manner in which issues are reported, individuals who make a submission in good faith are protected from retaliatory actions such as discharge, demotion or any type of discrimination.

Select members of senior management have been designated to handle submissions. They will supply a management response within a few business days following the submission. The management responses are accessed in the same way that reports are submitted (see above). If the submitter elects anonymity, the company will do its best to keep the submitter's identity anonymous.

6. Responsibilities & Reporting

6.1 Compliance, monitoring and review

The RedR HR manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or Red requirements/strategies/values,
- Is implemented and monitored, and

- Is reviewed to evaluate its continuing effectiveness

7. Definitions

Wrongdoing, wrongful conduct	<p>A violation of applicable state and/or federal laws and regulations</p> <p>A violation of our Code of Conduct</p> <p>Behaviour which, if not ceased, could lead to a legal or code-of-conduct violation</p> <p>Actions which are not in keeping with our values in general</p>
Good Faith	<p>Having honest intentions</p> <p>A submission is made in good faith when the allegation is made by someone who believes that wrongful conduct has occurred</p> <p>An allegation is not made in good faith when it is made with reckless disregard for or wilful ignorance of facts that would disprove the allegation</p>

8. Document control

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