

# Workplace Integrity & Whistleblowing Guidelines

## Objective

At Re Vera Group, we are committed to fostering a culture of integrity, accountability, and transparency. This policy provides a safe, confidential, and secure mechanism for employees, contractors, suppliers, and other stakeholders — including third-parties — to report concerns about unethical, unlawful, or unsafe conduct.

We are committed to ensuring that:

- All disclosures are treated seriously
- Investigations are conducted promptly, fairly, and impartially
- Individuals who speak up in good faith are protected from retaliation

These guidelines are aligned with our core values: Find a Way, Own It, Huge Hearts, Open to Growth, Precision, and Lighthearted.

## Scope

This policy applies to:

- All employees (permanent, fixed-term, and casual)
- Contractors, consultants, and agency staff
- Suppliers and third-party service providers
- Any individual with a working relationship with Re Vera Group

## What to Report

Concerns may include, but are not limited to:

- Fraud, theft, or financial misconduct
- Breaches of legal or regulatory obligations
- Unsafe work practices or environmental hazards
- Harassment, discrimination, or abuse
- Conflicts of interest or corruption
- Any other unethical or unlawful behaviour

## Reporting Channels

### 1. Internal Reporting

- Email: [hr@reveragroup.com.au](mailto:hr@reveragroup.com.au)
- Phone: +61 (07) 2139 7906
- In-person: Your immediate supervisor, or the Head of HR.
- Anonymous submission.

### 2. 24/7 External Whistleblower Hotline (via DUAL & PKF Integrity)

For concerns you'd prefer to raise **outside** Re Vera Group, we provide an independent hotline operated by **PKF Integrity** — one of Asia-Pacific's leading whistleblower service providers.

- Hotline Number (International Toll-Free): 1800 857 376
- Available: 24/7, 365 days a year
- Who Can Use It: Employees, contractors, suppliers, customers, and other third parties
- Process:
  1. An experienced PKF investigator receives your disclosure
  2. A preliminary report is prepared outlining allegations
  3. The report is sent to Re Vera Group's nominated key contacts, anonymously, if requested when contacting the hotline.
  4. The organisation reviews findings and determines appropriate action

## Confidentiality & Anonymity

- All reports will be handled with strict confidentiality.
- The whistleblower's identity will only be disclosed if required by law or authorised by you.
- Anonymous reports are accepted and investigated where sufficient information is provided.

## Protection Against Retaliation

ReVera Group strictly prohibits retaliation against anyone who raises a concern in good faith.

- Retaliation includes dismissal, demotion, intimidation, harassment, or victimisation.
- Breaches of this protection will result in **disciplinary action**, up to and including termination, and/or fines where permitted by law.

## Investigation Process

1. **Acknowledgement:** Reports will be acknowledged within **3 business days**.
2. **Initial Review:** HR or PKF Integrity assesses the concern and determines the next steps.
3. **Independent Investigation:** Where necessary, an impartial investigator or committee is appointed.
4. **Findings & Outcomes:** Results are reviewed by senior management or an independent review panel.
5. **Corrective Actions:** Appropriate measures will be taken, which may include process improvements, disciplinary action, or legal escalation.

## False or Malicious Reports

Reports made in good faith will not result in any penalty, even if the concerns are not substantiated.

However, deliberately false or malicious reports may result in disciplinary action.

## Review of Policy

This policy will be reviewed annually to ensure:

- Ongoing compliance with Australian and international legislation
- Alignment with best-practice whistleblower standards
- Relevance and effectiveness

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### Noted by:

*Travis Wiffen*

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Director



Jacqueline De Leon  
Head of Human Resources