

Purpose

To document the code of conduct of the organisation.
Set out arrangements for communication and review of the policy.

Definitions

Nil

Policy

Application of the Policy

This policy applies to Steelwork Bendigo Pty Ltd in all its operations and functions including those situations where employees are required to work off-site.

Consultation

Steelwork Bendigo is committed to consultation and cooperation between management and employees. Steelwork Bendigo will formally involve employees in any workplace change that will affect the Whistleblower Policy.

Communication of the Policy

All personnel, including contractors, are to receive information about the policy at induction and are to be provided with a written copy of the policy after the annual revisions.

The signed policy is to be printed on A4 size paper in the format xxx-xxx Whistleblower Policy, and copies displayed in the following areas

1. Main Office

Authorisation

The Owner is to sign the policy

Review

The policy will be reviewed every 12 months by the Owner, in consultation with employees.

Document Title: Employee Feedback Policy.

Company Overview: Steelwork Bendigo Pty Ltd is committed to maintaining the highest standards of ethics, integrity, and transparency in all our business operations. This Whistleblower Policy outlines our commitment to providing a secure and confidential mechanism for individuals to report concerns about potential wrongdoing or unethical behaviour within the company.

Policy Statement: Steelwork Bendigo Pty Ltd acknowledges the importance of fostering a culture of accountability and responsibility. We are dedicated to providing a mechanism for employees, contractors, directors, and stakeholders to report concerns without fear of retaliation.

Policy Guidelines:

1. Reporting Mechanism:

- Steelwork Bendigo Pty Ltd has established a confidential reporting mechanism to enable individuals to report concerns related to potential wrongdoing or unethical behaviour.
- Reports can be made through www.steelworkbendigo.com or by following the directions provided on our website.

2. Protected Reporting:

- Individuals who report concerns in good faith will be protected from any form of retaliation, including but not limited to, adverse employment actions or other detrimental treatment.
- Retaliation against whistleblowers is strictly prohibited and will be subject to disciplinary action.

3. Confidentiality:

- The identity of the whistleblower and the details of the report will be kept confidential to the extent permitted by law. Only those with a legitimate need to know will be informed.
- Confidentiality will be maintained throughout the investigative process.

4. Investigation Process:

- Reports will be reviewed and investigated promptly, thoroughly, and impartially by the designated responsible party within the company.
- Findings of the investigation will be reported to the appropriate parties for action, as necessary.

5. Protection Against False Reports:

- Individuals who knowingly make false or malicious reports with the intent to harm others will be subject to disciplinary action, up to and including termination of employment or contract.

6. Non-Retaliation:

- Steelwork Bendigo Pty Ltd is committed to ensuring that individuals who report concerns are not subjected to any form of retaliation or adverse consequences as a result of their reporting.

7. Compliance:

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- Failure to comply with this Whistleblower Policy may result in disciplinary actions, up to and including termination of employment or contract, as well as potential legal consequences.

8. Regular Review:

- This Whistleblower Policy will be reviewed regularly to ensure its effectiveness and to address any emerging issues or changes in business practices.

Steelwork Bendigo Pty Ltd values the contributions of all individuals to maintaining a culture of integrity and ethical behaviour. By providing a secure and confidential mechanism for reporting concerns, we aim to protect the interests of our company and maintain trust among our employees and stakeholders.

Signature: _____

Printed Name: _____

Date: _____

Contacting us.

If you have any questions about this Whistleblower Policy, please contact Jason Miller on 0354488870 or jason@steelworkbendigo.com

Policy Authorised by Jason Miller - Owner

Date October 2023