



Whistleblowing Policy

****1. Introduction****

This Whistleblowing Policy outlines the commitment of Concept Commissioning to establish a mechanism for employees, contractors, suppliers, and other stakeholders to report concerns or wrongdoing within the organisation, while ensuring their protection from retaliation. We encourage the reporting of any genuine concerns regarding unethical or unlawful activities within the company.

****2. Purpose****

The purpose of this policy is to establish an effective procedure for reporting and addressing concerns related to any of the following:

- Fraud or financial misconduct
- Unethical conduct
- Breach of laws and regulations
- Health and safety violations
- Environmental violations
- Discrimination or harassment
- Violation of company policies

****3. Reporting Mechanism****

Employees, contractors, suppliers, and other stakeholders are encouraged to report concerns or wrongdoing through the following channels:

- Directly to their immediate supervisor or manager
- To a higher-level manager if the concern involves their immediate supervisor
- To the Human Resources department
- Anonymously through a designated and secure reporting channel (if available)
- To a designated Whistleblowing Officer or Compliance Officer (if appointed)

****4. Protection of Whistleblowers****

Concept Commissioning is committed to protecting whistleblowers who report concerns in good faith. The company will not tolerate any form of retaliation against individuals who make genuine reports. Whistleblowers are protected by law, and the company will:

- Maintain confidentiality of the whistleblower's identity to the extent allowed by law
- Ensure the whistleblower is not subjected to adverse treatment, such as demotion, termination, or discrimination, in response to their report
- Take appropriate action to prevent retaliation



****5. Investigation and Resolution****

Reports received will be thoroughly investigated by a designated investigation team or individual. The company is committed to conducting impartial and prompt investigations. Whistleblowers will be provided with feedback regarding the progress and outcome of their report to the extent allowed by law.

****6. Anonymous Reporting****

In order to facilitate anonymous reporting, Concept Commissioning may provide a secure and confidential reporting channel, allowing whistleblowers to report concerns without disclosing their identity. However, anonymous reports should be detailed and specific to enable effective investigation.

****7. False or Malicious Reporting****

Reports that are found to be knowingly false or malicious may result in disciplinary actions against the individual making the report.

****8. Training and Awareness****

The company will conduct regular training and awareness programs to inform employees, contractors, and suppliers about this Whistleblowing Policy and the importance of reporting concerns in a responsible and ethical manner.

****9. Non-Retaliation Commitment****

Concept Commissioning affirms its commitment to non-retaliation and maintaining a workplace environment where individuals feel safe to report concerns. Any employees found to have engaged in retaliation against whistleblowers will be subject to disciplinary actions.

****10. Review and Updates****

This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and alignment with any changes in the law. Updates to the policy will be communicated to all relevant parties.

Ian Quaye | CPEng | MIEAust | NER | RPEQ | GSAP

A handwritten signature in blue ink, appearing to read "Ian Quaye".

Managing Director | Concept Commissioning

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