

WHISTLEBLOWER POLICY

POLICY

DIG Personnel and Recruitment Services is committed to the highest standards of integrity, fairness, and accountability. We encourage our people to speak up about any illegal, unethical, or improper conduct without fear of retaliation.

This Policy applies to any Eligible Whistleblower, which includes current or former:

- Employees, directors, and officers.
- Contractors, consultants, and suppliers.
- Spouses, dependants, or relatives of any of the above individuals.

2. What Can Be Reported (*Reportable Conduct*)

You should make a report if you have reasonable grounds to suspect that a DIG Personnel and Recruitment Services director, officer, employee, or contractor has engaged in misconduct. This includes, but is not limited to:

- Illegal behavior, such as fraud, theft, corruption, or bribery.
- Financial malpractice, tax evasion, or improper accounting practices.
- Severe breaches of legal obligations or internal company policies.
- Unsafe work practices or substantial risks to public health and safety.
- Coercion, harassment, or retaliation against someone planning to report.

What is not covered: Personal work-related grievances (e.g., interpersonal conflicts, promotion disputes, or performance management) are not covered by this policy. These issues should be resolved through our standard Grievances in the Workplace Policy.

3. How to Make a Report

To qualify for legal protections, disclosures must be made directly to an Eligible Recipient (Managing Director or General Manager). Reports can be submitted verbally or in writing through the following channels:

Internal Channels

- Whistleblower Protection Officer (WPO) – Ian Greening – ian.greening@digpersonnel.com.au – Phone 0484 012 278
- Executive Leadership: Any Director, Company Secretary, or Senior Manager of DIG Personnel and Recruitment Services.

External Channels

- Regulators: You may also report directly to relevant government authorities (such as [ASIC](#) or the ATO).
- Legal Practitioners: Disclosures made to a lawyer for the purpose of obtaining legal advice regarding whistleblower laws are legally protected.

Note: You may choose to make your report anonymously. If you choose anonymity, please provide as much specific detail as possible to allow the company to investigate the matter thoroughly.

4. Whistleblower Protections

DIG Personnel and Recruitment Services guarantees strict legal and operational protections to anyone who makes a protected disclosure:

- **Identity Protection (Confidentiality):** It is illegal for anyone to disclose your identity or information likely to lead to your identification without your express consent. Your details will be restricted to a strictly limited group of authorized investigators.
- **Protection from Reprisals (Detriment):** DIG Personnel and Recruitment Services will not tolerate any form of victimisation, harassment, discrimination, demotion, or dismissal against a whistleblower. Any employee found engaging in retaliatory behavior will face severe disciplinary action, up to and including immediate termination.
- **Immunity from Liability:** You are protected from civil, criminal, or administrative liability (such as disciplinary actions) for making the disclosure.

Important Note: These protections do not grant immunity for any personal misconduct you may have engaged in that is uncovered during the investigation.

5. Investigation Process

All reports received will be assessed fairly, independently, and confidentially. The typical procedure includes:

1. **Assessment:** The Whistleblower Protection Officer evaluates whether the report falls under the scope of this policy and requires an investigation.
2. **Investigation:** An independent investigator will be appointed. They will gather evidence and interview witnesses while strictly safeguarding the whistleblower's identity.
3. **Procedural Fairness:** Anyone mentioned in the report will be treated fairly and given a reasonable opportunity to respond to allegations before any final decisions are made.
4. **Outcome:** The whistleblower will be provided with regular updates, where appropriate, and notified of the final outcome of the investigation.

6. False or Vexatious Reports

Disclosures must be made with a genuine, reasonable belief that wrongdoing has occurred. If an investigation reveals that a report was intentionally false, malicious, or vexatious, the reporter may face disciplinary action, including termination of employment.

If you have questions about this policy or need clarification before making a formal report, please reach out to the Managing Director or Whistleblower Protection Officer for confidential advice.

Edwin Davey - Managing Director

Signed: 