



**ROYAL**  
FACILITIES AUSTRALIA

# WHISTLEBLOWING POLICY

## POLICY STATEMENT

Royal Facilities encourages transparency, accountability, and ethical behavior through our Whistleblowing Policy. We provide a safe and confidential mechanism for employees, contractors, and other parties to report concerns or suspicions of misconduct, including violations of our policies, laws, or ethical standards.

## SCOPE AND PURPOSE

The purpose of this policy is to encourage the reporting of wrongdoing and ensure that individuals can report concerns safely, securely, and confidentially, with confidence that they will be protected and supported. This policy applies to all employees, contractors, suppliers, and their employees, as well as any associates and relatives of these individuals, covering disclosures related to misconduct, improper state of affairs or circumstances, illegal activities such as theft, fraud, corruption, and breaches of legal obligations, and any behavior that is unethical or in breach of Royal Facilities' policies and values.

## REPORTING CHANNELS

To facilitate the reporting of concerns, we have established multiple reporting channels, including:

**1. Internal Reporting:**

- Line Managers or Supervisors
- Human Resources Department

**2. External Reporting:**

- Whistleblower Hotline: [insert phone number]
- Whistleblower Email: [insert email address]
- Anonymous Reporting: [insert web link]

## PROTECTION FROM RETALIATION

Royal Facilities ensures protection from retaliation or discrimination for individuals who report in good faith. This includes:

1. Confidential handling of reports.
2. Protection against any form of retaliation, such as dismissal, demotion, or discrimination.
3. Ensuring the whistleblower's identity remains confidential unless disclosure is required by law.

## INVESTIGATION PROCESS

All reported concerns will be investigated promptly, impartially, and with due diligence. The investigation process involves:

1. Acknowledging receipt of the report.
2. Assessing the report to determine if it falls within the scope of this policy.
3. Conducting a fair and thorough investigation.
4. Reporting the findings to relevant authorities if necessary.

## CONFIDENTIALITY

Confidentiality will be maintained to the extent possible while conducting investigations. Information will only be disclosed to those directly involved in investigating and resolving the report, unless required by law.

## CORRECTIVE ACTIONS & REMEDY

Appropriate corrective actions will be taken in response to substantiated reports of misconduct. This may include:

1. Disciplinary action against those found to have engaged in wrongdoing.
2. Implementation of measures to prevent future occurrences.
3. Reporting to relevant authorities if the misconduct involves illegal activities.

## REVIEW AND UPDATES

This policy will be reviewed regularly and updated as necessary to ensure it remains effective and in line with legal requirements and best practices.

## CONCLUSION

Royal Facilities is dedicated to maintaining the highest standards of ethical conduct. We are committed to providing a safe and transparent environment for reporting concerns and ensuring that all reports are handled appropriately and confidentially.

**Approved by**



**Sofia Pintaudi**  
Chief Executive Officer  
Royal Facilities

**Updated 14/07/2023**

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This policy reflects our commitment to promoting transparency, accountability, and ethical behavior. Regular reviews and updates will ensure that our practices remain aligned with legal requirements and best practices.

