

WHISTLEBLOWER POLICY AND PROCEDURE

Integrity and Transparency

Introduction

Active is committed to creating and maintaining a work environment that encourages and facilitates the disclosure of Reportable Conduct by ensuring that complaints and disclosures, including those made anonymously, are properly assessed and where appropriate, dealt with, reviewed or investigated thoroughly and impartially whilst maintaining confidentiality.

Objectives

The objective of this policy is to encourage staff to report any Reportable Conduct in good faith and in an environment free from victimisation so that the Board and Senior Management can adequately manage risk and cultural issues within Active.

Who is a “Whistleblower”?

A person, anonymous or not, who makes a report in connection with reportable conduct and where the Whistleblower wishes to avail themselves of protection against reprisal for having made the report. A Whistleblower may or may not wish to remain anonymous.

A person who is identified through investigation and then provides assistance but did not previously initiate a report as a Whistleblower, is not protected from the consequences of their actions or involvement in any Reportable Conduct.

What is “Reportable Conduct”?

Conduct by a person or persons connected with Active which, in the view of a Whistleblower acting in good faith is:

- Dishonest, fraudulent or corrupt
- Illegal (including theft, drug sale/use, violence or threatened violence and criminal damage against property)
- In breach of Commonwealth or state legislation or local authority by-laws
- Unethical or serious improper conduct
- An unsafe work-practice or
- Any other conduct which may cause financial or non-financial loss to the entity or be otherwise detrimental to the interest of the entity

Reporting Principles

Team members can report Reportable Conduct in the following ways:

- Direct Line of Management
- Anonymous Disclosure

[Direct line of Management](#)

Depending on the nature of the Reportable Conduct, the team member is encouraged to first discuss their concern with their Manager. Any team member that submits or receives a report must treat the matter confidentially.

If the team member does not feel comfortable speaking with their Manager, they can raise the conduct via an anonymous disclosure

Anonymous Disclosure

Active also recognises that staff may prefer to bypass their Direct Line of Management in certain circumstances, including but not limited to, the following.

- they believe they may be victimised if they use a normal reporting channel; or
- they prefer to make the report anonymously.

To ensure these staff can raise Reportable Conduct four anonymous reporting channels have been set up. They are detailed below:

- Telephone disclosure
- Written disclosure
- Email disclosure
- On-line disclosure

The number is 1300 30 45 50 or report online at www.activetreeservices.stoplinereport.com

External Disclosure

Disclosures may also occur direct to an external regulatory body such as WorkSafe, etc.

Immunity from Disciplinary Action

Whistleblower acting in good faith and who has not him or herself engaged in serious misconduct or illegal conduct, may be provided with immunity from Active disciplinary proceedings.

Investigation of Reportable Conduct

Investigations of Reportable Conduct will be conducted in a manner that is confidential, fair and objective, by the Company Secretary or other unconflicted person. The investigation processes (See at end) will vary depending on the nature of the Reportable Conduct and the amount of information provided.

For a report to be investigated, it must contain sufficient information to form a reasonable basis for investigation. A team member reporting anonymously should provide as much information as possible so as not to compromise the ability to fully investigate the report.

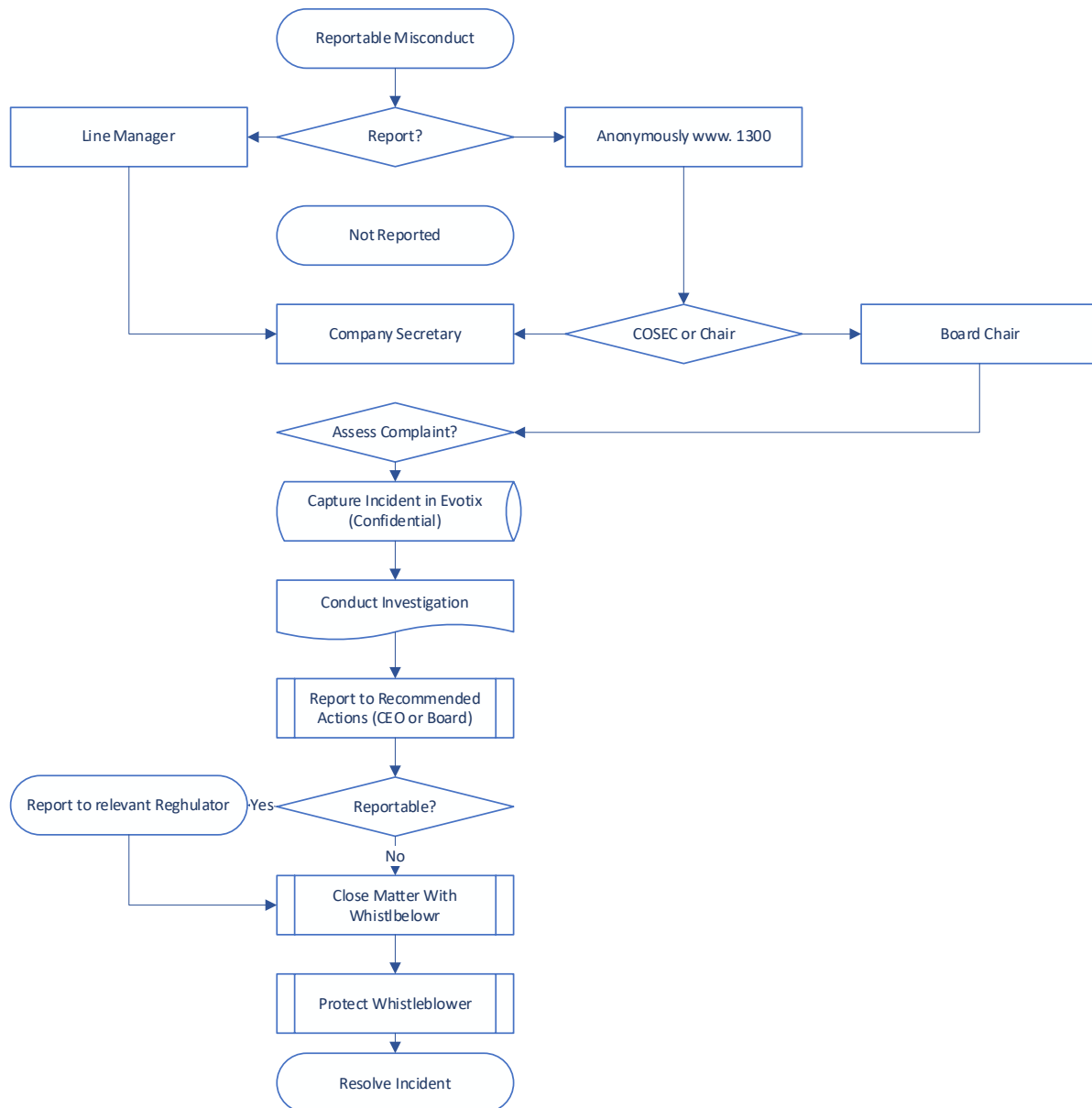
A Whistleblower will receive reasonable feedback consistent with the rights and protections of others commensurate with addressing the Whistleblower's concerns.

Whistleblower Officer

All Whistleblowing reports will be managed by the Company Secretary. Reports of any Whistleblowing will be provided to the Chief Executive Officer.

If the 1300 30 45 50 or www.activetreeservices.stoplينerreport.com line receives a report which involves these three officers then the report will be provided to the Board Chair.

Investigation Process



Karl Cope
Chief Executive Officer