

Supplier Whistle Blower Policy



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DOCUMENT ATTRIBUTES

DOCUMENT TITLE	IVE SUPPLIER WHISTLE BLOWER POLICY
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VERSION CONTROL

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1.0	15/1/2020	GROUP SOURCING	Original

REFERENCES

DOCUMENTS	VERSION
IVE ETHICAL SOURCING POLICY	1
IVE MODERN SLAVERY STATEMENT	1
IVE PROCUREMENT PROCEDURE	1
IVE SUPPLIER ON-BOARDING, MONITORING, EVALUATION PROCEDURE	1
IVE MUTUAL NON-DISCLOSURE AGREEMENT	1
IVE TERMS AND CONDITIONS AND CODE OF SUPPLIER CONDUCT	2

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1 SUPPLIER WHISTLE BLOWER POLICY

At IVE we are committed to working with suppliers who demonstrate high standards of ethical practises, conduct and fair work conditions committed to positive and open communication.

The Supplier Whistle blower policy has been established to provide suppliers and associated workers with a mechanism to raise concerns if they believe there is a breach of the IVE Terms and Conditions and Supplier Code of Conduct. The identity of the reporter will remain confidential and secure.

Reportable conduct includes

- **Illegal conduct** or breach of any law, regulation or code including but not limited to theft, drug sale or use, violence, child labour or forced labour.
- **Compensation and working hours:** The Supplier shall comply with the respective national laws and regulations regarding working hours, wages and benefits.
- **Workplace Health and Safety:** The Supplier must provide a safe workplace for its employees and visitors in accordance with applicable laws and guidelines.
- **Ethical Conduct:** The Supplier must act ethically in every aspect of its business, including relationships, practices, sourcing, and operations.
- **Improper payments/bribery:** The Supplier shall comply with Australian and international anti-bribery standards as stated in the UNGC as well as local anti-corruption and bribery laws. In particular, the Supplier may not offer services, gifts or benefits to IVE Group employees, temporary workers or contractors in order to influence their conduct or to any government representatives or officials as applicable. Any gifts will be returned to the Supplier.
- **Environment:** The Supplier shall comply with all applicable environmental laws, regulations and standards as well as implement an effective system to continually improve their environmental performance.

2 HOW TO RAISE A CONCERN

The complaint or report should include as much detail as possible to assist with an investigation. If you have concerns in relation to conduct, report through to: whistleblower@ivegroup.com.au or telephone 02 80204438

3 INVESTIGATIONS

IVE will investigate all cases of reportable miss-conduct made under this Policy and will recommend a course of action based on the findings. The investigation will be conducted objectively and in a fair manner and as is reasonable and appropriate having regard to the nature of the reportable conduct and all of the circumstances.

4 ANONYMITY AND IDENTIFICATION

A disclosure under this policy can be provided anonymously by telephone. Anonymous disclosures may limit the scope of the action that can be taken, including an investigation.

For this reason, IVE encourages parties to identify themselves when making disclosures. All disclosures will be handled with discretion and confidentiality. In certain circumstances, it may be necessary to identify the person who made the disclosure however; the person will be informed of this possibility before any action takes place in relation to their report.

Circumstances where the disclosure of the identity of a person reporting improper conduct could be required include:

- Defending the company in relation to legal proceedings initiated or threatened.
- Any associated criminal or other legal proceedings.
- Circumstances where the Company is otherwise legally obliged to disclose the information or it is determined that the information must be disclosed. Unauthorised disclosure of information (including the identity of a person reporting improper conduct) other than in accordance with this Policy may be the subject to disciplinary proceedings, including termination.