



WHISTLEBLOWER POLICY

OBJECTIVE

tTech Ltd. is an organisation committed to the highest ethical standards of Corporate and Social responsibility. A Whistle Blower Policy is part of our commitment to these standards.

POLICY STATEMENT

The Whistle Blower Policy is intended to ensure that Board Members, staff (permanent, temporary, casual, contracted and volunteer) and others have a process to report actual or suspected acts that are unlawful, unethical and or inappropriate without fear of retribution.

THE POLICY

1. The Whistleblower should report as quickly as possible the act or activity that are suspected to his or her supervisor
2. If this is inappropriate or the Whistleblower is uncomfortable or reluctant to report to his or her supervisor, then the Whistleblower can report the suspected act or activity to the next level or a higher level including the Board of Directors including the non-executive directors
3. When the Whistleblower makes their report, they can identify themselves or do it anonymously
4. There shall be no retaliation or punishment against a Whistleblower who has made a report in good faith i.e. a report that was not primarily out of malice or to damage an individuals or individuals or the Organisation.
5. A Whistleblower who makes a report, not in good faith, out of malice or to damage an individual or individuals or the organisation shall be subject to disciplinary action up to and including dismissal and/or legal action. This includes members of the Board as well as all staff.
6. The reputation of the Board and the Organisation must be protected
7. Any individual or individuals who retaliates or punishes a Whistleblower who makes a report in good faith shall be subject to disciplinary action up to and including dismissal. This includes members of the Board as well as all staff
8. Persons receiving reports, Supervisors, Managers, Executives and/or Board Members, must act swiftly to investigate and/or resolve the issue
9. If the report involves crimes against person or property, then they should be reported immediately to the appropriate authorities
10. The Whistleblower should receive a report within 5 working days of making the first report regarding the status of the investigation or the disposition or resolution of the issue
11. If the investigation is done internally and in good faith, but is not to the satisfaction of the Whistleblower, then the Whistleblower has the right to report the matter to the appropriate agency

12. The identity of the Whistleblower, even if known, shall remain confidential to those persons directly responsible for applying and enforcing this policy. The only exception is if it becomes a legal matter.
13. The policy will be administered by a committee comprising the Chairperson of the Corporate Governance Committee, a non-executive director, the Board Chairperson and the CEO

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