

# REPORTING HOTLINE (WHISTLEBLOWER) POLICY

This policy provides guidelines for eligible persons to raise concerns via an independent third party reporting hotline regarding actual and suspected misconduct that has the potential to cause reputational damage, financial damage and/or harm to the community or environment in which we operate.

The primary objective of this policy is to provide a mechanism for eligible persons to raise and report actual or suspected unlawful and unethical conduct and to do this on a confidential and if desired, anonymous basis. Eligible persons include Autocare employees, Company officers, contractors, suppliers, service providers and relatives of the listed parties.

This Policy should be read in conjunction with the following Autocare Services policies:

- Code of Conduct Policy
- Anti-Bribery and Corruption Policy

The Key features of the Reporting Hotline (Whistleblower) Policy are:

- We are committed to protecting the legal rights of and supporting those individuals who report concerns.
- We are committed to having those concerns investigated in a timely, fair, objective and confidential manner.

1. What can be reported? Examples include but are not limited to:

- a) Breaches of Autocare's Code of Conduct Policy and Anti-Bribery and Corruption Policy;
- b) Unethical conduct e.g., altering Company records or adopting questionable accounting practices;
- c) Unsafe work practices e.g., deliberate breaches of safety procedures or maintenance standards;
- d) Conduct that may cause financial loss or reputational damage to Autocare; and
- e) Conduct that may cause harm to public health, safety or the environment.

2. How do I make a report?

- a) By contacting Stopline - Phone: 1300 30 45 50; Email: [makeareport@stopline.com.au](mailto:makeareport@stopline.com.au); Post: PO Box 403, Diamond Creek, VIC 3089 or via the website: <https://autocare.stoplinereport.com>.
- b) Your report will be treated confidentially and you are encouraged to give as much information as possible (e.g., date, time, name of involved persons, incident type). You also have the right to remain anonymous.

3. What happens now?

- a) Stopline will contact one of the Autocare nominated Whistleblower Protection Officers (WPO) to advise of the report and initiate an investigation, which shall be conducted in a timely, fair, objective and confidential manner.
- b) The investigation outcome will be communicated to the eligible person who has made the report either directly (if known) or via Stopline (if anonymous).

4. Will I be protected if I make a report?

Reports regarding actual or suspected misconduct are welcomed and encouraged. Any form of retaliation or retribution by an individual or group of people towards an eligible person making a report to Stopline may result in disciplinary action up to and including termination of employment and/or criminal charges.



John Murray | Executive General Manager – Autocare Services