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Purpose

This policy provides a framework for employees, contractors, and third parties to report concerns about wrongdoing, misconduct, or breaches of company policies, including bribery and corruption, without fear of retaliation.

Scope

This policy applies to all individuals working for, or on behalf of, O'Brien Facilities Ltd, including employees, directors, agency workers, volunteers, interns, contractors, consultants, and business partners.

What to report

You should report any concerns about:

- Suspected bribery or corruption
- Fraud, theft, or financial mismanagement
- Health, safety, or environmental violations
- Breaches of company policy or legal obligations
- Any activity that is illegal, unethical, or could cause harm to the company, employees, or stakeholders

Reporting channels

Concerns can be raised:


- Directly with your Managing Director or any Director
- Via email or a secure written report marked as confidential
- In accordance with any internal reporting form designated for whistleblowing
- Reports should include sufficient detail to allow a proper investigation, such as dates, locations, names of those involved, and the nature of the concern.

Confidentiality and protection

- All reports will be treated confidentially to the maximum extent possible.
- Individuals raising concerns in good faith will be protected from retaliation, victimization, or discrimination.
- Anonymity can be maintained if desired, but providing contact details may help the company investigate effectively.

Investigation process

- All reports will be promptly reviewed and, where appropriate, investigated by a Director or designated employees.
- Investigations will be fair, impartial, and conducted in line with company procedures.

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- Findings will be documented, and remedial actions taken where required.

Record-keeping

- Records of all whistleblowing reports and related investigations will be maintained securely and confidentially.
- Records will be kept for a minimum of seven years in accordance with company and legal requirements.

Awareness

- This policy will be reviewed annually and updated as required to ensure compliance with legal obligations and company practices.
- This policy is circulated to all employees and any other personnel directly involved in this business.

Policy review

Annually or sooner if required by changes in legislation or business activities.

This policy complements the O'Brien Facilities Ltd Anti-Bribery and Corruption Policy (ABP 01) and is an integral part of maintaining a transparent and ethical business environment.

Signed:



Director: Aaron O'Brien

Date : 24-3-26.