

Whistleblower Policy

Policy

SFM is committed to the highest standards of conduct and ethical behaviour in all of our business activities, and to promoting and supporting a culture of honest and ethical behaviour.

SFM encourages the reporting of any instance of suspected unethical, illegal, fraudulent or undesirable conduct involving SFM.

This policy applies to all directors, employees, contractors, suppliers, customers or any other persons who has dealing with SFM.

It is expected that all employees of SFM who become aware of actual or suspected misconduct on any reasonable grounds, potential cases of reportable conduct will make a report under this policy.

Procedural Principles

- You may make a report under this policy if you have reasonable grounds to suspect that an SFM director, employee, contractor, supplier, customer or any other person who has dealings with SFM has engaged in reportable conduct. Reportable conduct includes but is not limited to – dishonesty, fraud, unlawful corruption including bribery, illegal activity, unethical breaches of SFM's policies, abuse of authority and or potential damage to SFM's reputation and culture of honest and ethical behaviour.
- Under this policy reports are to be made to one or all of the following:

Name	Position	Contact Details
Andrew Morgan	Managing Director	Ph: 0413 589 259 E: amorgan@sfmes.com.au
David Wise	Executive Director	Ph: 0408 127 725 E: dwise@sfmes.com.au


Reports can also be made to SFM Environmental Solutions, 45 High St, New Norfolk TAS 7140

- All efforts will be made by SFM to protect the identity of a person who has made a report and their identity will not be disclosed to any other person other than the Directors.
- SFM will investigate all matters reported under this policy as soon as practical after the matter has been reported. The investigation will be conducted in an objective and fair manner. Investigation processes will be determined by the nature and substance of the report.
- SFM is committed to ensuring confidentiality in respect of all matters raised under this policy, and those that make a report are treated fairly and do not suffer detriment.

- Subject to compliance with legal requirements, upon receiving a report under this policy, SFM will only share your identity as a whistleblower or information likely to reveal your identity if;
 - You consent
 - The concern is reported to the Australian Securities & Investment Commission, the Australian Federal Police, Australian Prudential Regulation Authority or the Tax Commissioner.
 - The concern is raised with a lawyer for the purpose of obtaining legal advice and or representation.

Revision and Approval

This document will be updated whenever significant changes occur.

Version	Changes	Date
V1	Original	10/08/2020
V2	Review and Update	26/08/2021
V3	Update – Position Title	30/06/2022
V4	Reviewed	30/06/2023
Approval signature:	 Managing Director - SFM	