

WHISTLE BLOWER POLICY

Coastal Transport Services Pty Ltd, aims to provide an environment where employees and others in the workplace are treated fairly and with respect. Employees are encouraged to report any wrongdoing. Coastal Transport also aims to help provide employees, volunteers and contractors with a supportive work environment in which they feel able to raise issues of legitimate concern to the Company without fear of victimisation, detriment or other retribution and provide suitable avenues for reporting of matters that may cause loss to or damage Coastal Transport's reputation.

REPORTING ANY WRONGDOING

Any employee, volunteer or contractor who detects or has reasonable grounds for suspecting wrongdoing is encouraged to raise any concerns with their immediate manager through normal reporting channels.

Making a false report may lead to the whistle blower being the subject of disciplinary action which may include dismissal.

CONFIDENTIALITY

If a person makes a report of alleged or suspected wrongdoing under this policy Coastal Transport will endeavour to protect that person's identity from disclosure. This may not occur if confidentiality is not a practical option.

- Generally, Coastal Transport will not disclose the person's identity unless:
- the Coastal Transport employee making the report consents to the disclosure;
- the disclosure is required or authorised by law, and/or
- the disclosure is necessary to further the investigation.

Generally, reports made under this policy will be treated confidentially. However, when a report is investigated it may be necessary to reveal its substance to people such as other Coastal Transport personnel, external persons involved in the investigation process and, in appropriate circumstances, law enforcement agencies.

Unauthorised disclosure of information relating to a report, the identity of a Coastal Transport employee, volunteer or contractor who has made a report of wrongdoing or information from which the identity of the reporting person could be inferred will be regarded seriously and may result in disciplinary action, which may include dismissal.

PROTECTION

Coastal Transport is committed to protecting and respecting the rights of a person who reports wrongdoing in good faith. The Company will not tolerate any retaliatory action or threats of retaliatory action against any person who has made or who is believed to have made a report of wrongdoing, or against that person's colleagues, employer (if a contractor) or relatives. For example, the person must not be disadvantaged or victimised by having made the report by:

- Dismissal;
- Demotion;
- Any form of harassment;
- Discrimination;
- Current or future bias; or
- Threats of any of the above

The act of Whistleblowing does not, of itself, protect the person from any reasonable consequences flowing from any involvement in Wrongdoing. A person's liability for his or her own conduct is not affected by the person's disclosure of that conduct. However, the reporting of the Wrongdoing, cooperation with any investigation, or an admission by the person may be a mitigating factor when considering disciplinary or other action to be taken against them.