



Whistle-Blower Policy

At QRS, we foster a culture of open and honest dialogue, empowering every employee to uphold the integrity of our business through vigilance and ethical behaviour. Each QRS employee has a responsibility to report any serious breaches of conduct. This policy outlines the processes for employees to raise concerns about potential violations of our ethical and legal standards without fear of retaliation or intimidation. Employees who report serious wrongdoing are assured protection from disciplinary action when:

- The disclosed information pertains to significant misconduct by QRS employees.
- There are reasonable grounds to believe that the information is true or likely true.
- The information is shared to facilitate an investigation into the wrongdoing.
- The employee requests protection for their disclosure.

We understand that employees may be apprehensive about reporting serious misconduct. Therefore, QRS commits to:

- Safeguarding the identity of the person making the disclosure.
- Ensuring no retaliation or discrimination occurs against those who report in good faith, provided they have not engaged in misconduct or made malicious claims.

Serious wrongdoing includes:

- Criminal offences.
- Breaches of company policies, including misconduct as outlined in the QRS Disciplinary Procedures.
- Significant mismanagement or misuse of funds or resources.
- Abuse of authority.
- Unsafe practices posing serious risks to health, safety, the environment, or legal compliance.

Allegations that do not qualify as serious wrongdoing include personal grievances or unfounded claims.

How to Submit a Disclosure

All QRS employees, including Board Directors and senior management, are held to the same standards. Disclosures can be made to:

- An immediate supervisor.
- A member of the Senior Leadership Team (SLT).

If these channels are compromised due to involvement in the wrongdoing, disclosures can be directed to the CEO via email jeremy.harker@qrs.co.nz. Disclosures should provide sufficient details to enable a thorough investigation. We encourage all QRS employees to raise their concerns internally, confident that this is a safe and independent option. If necessary, employees may also seek external guidance from appropriate contacts, such as AWUNZ or an Employee Assistance Program (EAP) service.

Jeremy Harker
Chief Executive Officer
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