

Introduction

Hermanus Public Protection (HPP) requires directors, managers, employees, and contracted consultants to observe the highest standards of business and personal ethics. As representatives of HPP, we must practice honesty and integrity in fulfilling our duties, responsibilities and comply with all applicable laws and regulations.

Reporting responsibility

This whistleblower policy is intended to encourage and enable employees and others to raise serious concerns internally so that HPP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, managers, employees, contracted consultants, service providers and stakeholders to report concerns about violations of HPP's code of conduct or suspected violations of law or regulations that govern HPP's operations.

Reporting Procedure

HPP has an open door policy and all parties above should direct their questions, concerns or complaints, in writing to the HPP chairperson or deputy chairperson. In the event of the chairperson and his/her deputy being jointly implicated, the relevant concerns and allegedly implicated directors should be reported to the full board.

No retaliation

It is contrary to the values of HPP for anyone to retaliate against any board member, employee or stakeholder who, in good faith, reports a violation of this code. An HPP board member, employee or contracted consultant who retaliates against someone who has reported a violation in good faith is subject to a disciplinary procedure as laid down in the Code of Conduct.

Acting in good faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove

to have been made maliciously or knowingly to be false will be viewed as a serious offence and accusation.

Confidentiality

Violations or suspected violations may be submitted in writing on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of reported violations

The chairperson of HPP or the deputy will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on ~~5.March.2024~~. (date)