

WHISTLEBLOWER POLICY

1. STATEMENT

Kärcher Australia Pty Ltd ("the Company") is committed to providing a safe environment whereby reporting of any misconduct is encouraged to be reported. Pursuant to Part 9.4AAA, *Corporations Act 2001* (Cth), whistleblower protections will be afforded. Whistleblowers play an important role in identifying and calling out misconduct and harm to consumers within the community.

2. PURPOSE

The purpose of this Policy is to:

- Provide the protections available to whistleblowers under law;
- Provide the process on making a disclosure and investigations;
- Detail the responsibilities of the Company in supporting and protecting whistleblowers.

3. SCOPE

The following people can make a disclosure:

- An employee or former employee;
- A person who is, or was, a contractor;
- Any person who has or currently does supply goods and/ or services to the Company;
- A person who was or is a paid or unpaid volunteer;
- A spouse, relative or dependent of any of the aforementioned people;
- A lawyer on behalf of a disclosure in any one of the aforementioned categories.

4. SUBJECT OF DISCLOSURE

What is 'Disclosable Conduct'

You must have reasonable grounds to suspect that the information you are disclosing about the organisation concerns misconduct or an improper state of affairs or circumstances. This information can be about the company or an officer or employee of the company, engaging in conduct that:

- Breaches the *Corporations Act* (Cth) 2001;
- Breaches other financial sector laws enforced by ASIC or APRA;
- Breaches an offence against any other law of the Commonwealth that is punishable by imprisonment for a period of 12 months or more;
- Any offence which represent a danger to the public or the financial system.

What is not 'Disclosable Conduct'

For any issues regarding personal employment or workplace grievances such as interpersonal conflicts, or disciplinary decisions please refer to the *Personal Grievances and Dispute Resolution Policy*.

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5. REPORTING DISCLOSABLE CONDUCT

While you must make your disclosure to one of the people or organisations listed below, you can raise your concerns anonymously.

The Chief Integrity Officer

Sometimes, a suspicion of wrongdoing may arise from a misunderstanding and is not in fact wrongdoing. Accordingly, you are encouraged to check with the Chief Integrity Officer to seek an immediate response as internal channels of reporting are favoured. Remember, in some instances, communication is restrained by confidentiality requirements or other legitimate reasons. However, where you believe the response to your matter raised is not appropriate, then alternative reporting mechanisms are available.

Currently, Kärcher Australia's Chief Integrity Officer is our Head of Finance - Oceania. If there is ever any confusion, please consult with the Human Resources department to obtain the correct contact person.

Please Note: In instances where you are external to the Organisation, you are encouraged to speak to your account manager (if you are a supplier).

Human Resources Department

If you do not wish to raise the matter with the Chief Integrity Officer directly, you should consider raising the matter with the Human Resources department so they can assist you in relation to your matter.

External Organisations

If you do not feel comfortable to raise misconduct within the organisation, you can directly contact ASIC or APRA to make a disclosure. It is also permissible to make a disclosure to your lawyer.

Online Reporting System

Reports can be submitted using our external whistleblower system. This is done confidentially securely and anonymously. Use the following link to access the whistleblower system:

<https://karcher.integrityline.app/>

6. WHAT HAPPENS WHEN YOU REPORT DISCLOSABLE CONDUCT TO YOUR ORGANISATION

When you report a matter of a legal breach or Disclosable Conduct under this Policy, you should provide as much information as possible. Information such as dates, times, location, individuals involved, other witnesses, physical evidence (e.g. documents, images) and any other general information may be helpful to assist the Organisation to determine how to take appropriate action.

Any information you provide to the Organisation may be used by the Organisation in

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assessment of an investigation or other appropriate action. Examples of actions could include:

- a satisfactory explanation can be provided in relation to the matter;
- the matter is resolved by speaking to one or more parties;
- the matter is recorded and monitored going forward;
- a decision is made to investigate (internally or via independent, external investigators);
- the matter is referred to another agency;
- a combination of the above.

Where practicable, you will be contacted and advised of what action will be undertaken.

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If the Organisation determines that your matter should be investigated, the investigation may be conducted by the Human Resources department, or by an external investigator appointed by the Organisation. All investigations will be conducted in a manner that is procedurally fair, confidential, conducted without bias and in a timely manner.

At the end of an investigation, you may be informed of the outcome of the investigation by the Organisation. The Organisation may in certain circumstances, whether required by law or in its discretion, inform ASIC, APRA, the Australian Federal Police or the relevant legal authority of any contents of the investigation.

7. HOW YOU ARE PROTECTED**Confidentiality**

You can request that your whistleblower report is kept confidential, including any information that is likely to lead to your identification. However, please note that pursuant to the *Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019* (Cth) the following circumstances allow for the disclosure of the whistleblower's identity;

- If the disclosure is made directly to the Commissioner, a lawyer or a member of the Australian Federal police;
- Is reasonably necessary for the purposes of investigating misconduct.

Keeping your identity confidential could limit the breadth of the investigation, and this should be considered.

Protection from detriment

In line with the *Corporations Act* (Cth) 2001, it is a criminal offence and civil penalty for someone to cause or threaten detriment to you because they believe or suspect you have made, may have made, or could make a whistleblower disclosure. The criminal offence and civil penalty apply even if you have not made a whistleblower report, but the offender causes or threatens detriment to you because they believe or suspect you have or might make a report.

A person may be causing you detriment if they:

- Dismiss you from employment;
- Injure you in your employment;
- alter your position or duties to your disadvantage;
- Discriminate between you and other employees of the same employer;
- Harass or intimidate you;
- Harm or injure you, including causing you psychological harm;
- Damage your property;
- Damage your reputation;
- Damage your business or financial position;
- Cause you any other damage.

The offence and penalty require that the detriment be the result of an actual or suspected whistleblower disclosure.

8. FAILURE TO COMPLY WITH THIS POLICY

Any breach of this Policy may result in disciplinary action, up to and including dismissal.

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