



**PREMIUM CLEAN**  
Your Trusted Cleaning Provider

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**The New Definition of Clean**

# Premium Clean New Zealand: Ethical Conduct and Whistleblower Policy

Premium Clean New Zealand is committed to conducting business with the highest ethical standards. This policy outlines our expectations for ethical conduct by all employees and provides a framework for reporting suspected wrongdoing. We believe in fostering a culture of honesty, integrity, and transparency.

## Ethical Conduct

All employees are expected to act ethically and by the law. This includes, but is not limited to:

- **Honesty and Integrity:** Be truthful in all your internal and external dealings.
- **Conflicts of Interest:** Avoid situations where personal interests could conflict with the company's interests.
- **Confidentiality:** Maintain the confidentiality of sensitive company information.
- **Fairness and Respect:** Treat all colleagues and clients with courtesy and respect.
- **Compliance with Laws and Regulations:** Always adhere to all applicable laws and regulations in New Zealand.
- **Reporting Wrongdoing:** Report any suspected wrongdoing by this policy.

## Whistleblower Protection

Premium Clean NZ encourages employees to report suspected wrongdoing without fear of reprisal. This includes:

- **Serious misconduct:** Fraud, bribery, corruption, safety hazards, environmental violations, and accounting irregularities.
- **Breaches of Company Policy:** Violations of this policy, our Health and Safety policy, or other company policies.

## Reporting Procedures

Employees can report suspected wrongdoing through the following channels:

- **Directly to Management:** Employees can report concerns to their supervisor, a senior manager, or the General Manager.
- **Whistleblower Hotline:** An independent and confidential hotline will be established for anonymous reporting (details to be provided upon policy implementation).
- **External Authorities:** Employees also have the right to report concerns directly to relevant regulatory authorities, such as the Ministry of Business, Innovation and Employment (MBIE).

## **Confidentiality and Protection**

Premium Clean NZ will take all reasonable steps to protect whistleblowers' confidentiality and prevent any form of retaliation.

## **Investigation and Resolution**

All reported concerns will be promptly and fairly investigated. Appropriate disciplinary action will be taken if wrongdoing is identified.

## **Policy Review**

This policy will be reviewed and updated periodically.

## **Legislation**

This policy is established by the following New Zealand legislation:

- Protected Disclosures (Protection of Whistleblowers) Act 2022

## **Contact Information**

For any questions regarding this policy, please get in touch with the Human Resources department.

**Shirley Kohli**  
General Manager  
Premium Clean New Zealand