



Domax Whistleblower Policy

Purpose:

Domax is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all aspects of its operations. This Whistleblower Policy is designed to encourage and enable employees, contractors, vendors, and other stakeholders to raise concerns about any wrongdoing or unethical behaviour within the organisation.

Scope:

This policy applies to all individuals associated with Domax, including but not limited to employees, contractors, vendors, partners, and stakeholders.

Reporting Procedure:

Any individual who becomes aware of actual or suspected misconduct, unethical behaviour, fraud, cheating, plagiarism, or violation of laws or regulations (Malpractice and Maladministration policies) within Domax is encouraged to report such concerns promptly.

Reports can be made through the following channels:

Directly to a supervisor or manager.

Via email to customercare@domaxltd.org

Reports should include specific details such as the nature of the concern, individuals involved (if known), relevant dates, and any supporting evidence or documentation available.

Confidentiality and Non-Retaliation:

Domax will treat all whistleblower reports with the utmost confidentiality to the extent possible, considering the need to conduct a thorough investigation.

Domax prohibits retaliation against any individual who makes a report in good faith. Retaliation against whistleblowers will result in disciplinary action, up to and including termination of employment or contractual relationship.

Investigation and Resolution:

- Upon receipt of a whistleblower report, Domax will promptly initiate an investigation to assess the validity and severity of the reported concern.
- Investigations will be conducted impartially, fairly, and with due diligence, involving appropriate personnel such as HR, Legal, Compliance, or external parties as necessary.
- Domax will take appropriate corrective actions based on the findings of the investigation, which may include disciplinary measures, policy changes, or other remedial actions.

Documentation and Reporting:

- Domax will maintain records of all whistleblower reports received, including the nature of the concern, investigation outcomes, and actions taken.
- Periodic reports summarising whistleblower activity and outcomes will be provided to the Board of Directors or relevant oversight bodies as necessary.

Policy Review:

This Whistleblower Policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Any updates or revisions will be communicated to all stakeholders accordingly.

Conclusion:



Domax encourages all individuals to come forward with genuine concerns regarding misconduct, malpractice, maladministration or any other form of unethical behaviour. By fostering a culture of integrity and accountability, we strengthen our commitment to excellence and uphold the trust of our stakeholders.