

# Speak Up policy

Have you observed a situation or behavior that concerns you?



## Possible concerns:

- Discrimination
- Unwanted Harassment
- Fraud
- Criminal offences
- Bribery or corruption
- Human rights violations
- Environmental, health and safety issues
- Any other concerns that violate the law, Code of Conduct, or any other policy

Ebusco encourages you to **speak up** and report your concern.



## It is always good to consider these steps first:

- 1 Can the situation be addressed amicably by discussing your concerns with the person(s) directly involved?
- 2 Can the situation be addressed by discussing your concerns with your (direct) manager without making a formal report?
- 3 Can the situation be addressed by my HR Advisor or Manager HR?
- 4 Can the situation be handled by the internal or external Trusted Person?

Do you feel that these suggestions are insufficient to address your concern?

**Always feel free to speak up** through a (formal) report.



## Option 1:

### Directly reporting to managers / HR managers / company secretary

The first option is to make a formal report (verbal or written) to the direct manager, HR Advisor or Manager HR. This can be done via e-mail, a letter or simply a conversation with one of these individuals.

Be sure to let them know that you are making a formal report and that you want further action to be taken.

**OR**



## Option 2:

### Reporting via the reporting website

Sometimes reporting directly to a person (you know) can seem like a big step. That's why Ebusco also offers the option of reporting concerns through a special reporting website: [www.ebusco.com/speak-up/](http://www.ebusco.com/speak-up/)

When you make a report through this website, you may choose to do so anonymously or share your contact information. The report will be received by the Company Secretary.

## What information should (if available) be included in the (formal) report:

- Date, time and location of the conduct;
- Name, role and department of the employee(s) involved;
- Relationship between you and the person(s) involved;
- How the case came to your attention;
- Explanation of why the conduct should be reported (for example, is it about theft, harassment, etc.);
- Potential witnesses;