

# SEE SOMETHING, SAY SOMETHING

We want Origin to be the best place to work for all employees and we pride ourselves on being an organisation that people can trust. At Origin, we are responsible for preventing and eliminating wrongdoing within our organisation and we want to encourage you to help us in that effort. We expect everyone working in Origin to respect our values and maintain the highest ethical standards. In return, it is important to us that you feel comfortable in raising concerns with us so that we can appropriately address them. We want you to be safe in the knowledge that we will take any genuine concerns you raise seriously and ensure you do not suffer any victimisation or detriment as a result of raising such concerns.

To do this, we continuously review new ways to improve how we operate to promote a high level of integrity throughout our business, ensure we are aligned to corporate best practice and apply the highest corporate governance standards. To support these objectives, we have a whistleblowing system available to all those working in the business.

To assist with the identification of possible wrongdoing within the organisation we have set out below some examples of potential activities that we would expect you to speak up about. This is by no means a full list but examples may include information about:

- > **Any breach of this Code of Conduct (other than issues arising from the Contract of Employment of the person making the disclosure, which may be covered by other Origin policies)**
- > **Endangering someone's health and safety**
- > **Anything that is against the law (other than issues arising from the Contract of Employment of the person making the disclosure, which may be covered by other Origin policies)**
- > **Stealing or fraud**
- > **Corrupt or dishonest activity (including bribery and facilitating tax evasion)**
- > **Damage to the environment**
- > **Financial mismanagement**
- > **Covering up wrongdoing**
- > **Abuse of authority**
- > **Intentionally misreporting to a regulatory body**
- > **Conflicts of interest**

Sometimes matters that you raise may be covered by other Origin policies. If you are in doubt as to whether a matter is covered by other Origin policies, you can contact your local HR team who will assist you in identifying the appropriate channel to raise your concerns. Alternatively, the person who you contact may direct you to the appropriate channel on receipt of your report.

## HOW TO REPORT AN ISSUE

### WHO CAN YOU CONTACT?

A culture of transparency and integrity is extremely important for Origin. We have a number of channels through which concerns can be raised. Employees are encouraged to report their concerns as soon as possible using one of the following channels of communication:

**TELL YOUR LINE MANAGER:**

Your line manager will usually be the person best able to resolve the issue or escalate it in the most effective way and so, if possible, you should tell them first. Tell them in person, or in writing if you prefer.

**TELL ANOTHER MANAGER:**

If you do not wish to tell your line manager, you can contact any other local manager who you feel comfortable talking to.

**TELL YOUR LOCAL HR, HEALTH & SAFETY OR COMPLIANCE TEAM:**

Your local HR, Health & Safety or Compliance team will be able to support you with any concerns you may have.

**TELL THE GROUP HR DIRECTOR:**

The Group HR Director will be able to support you with any concerns you may have.

**TELL THE GENERAL COUNSEL & COMPANY SECRETARY:**

The General Counsel & Company Secretary will be able to support you with any concerns you may have.

**TELL A MEMBER OF THE CONFIDENTIAL REPORTING TEAM:**

You can call our confidential reporting hotline, Navex, to report something on an anonymous basis if you wish to do so. This is a free, 24-hours a day, multilingual, independent confidential hotline that will allow you to raise a concern at any time. Their full details are listed below as well as in the Group Whistleblowing Policy.



This reporting channel is also appropriate for persons raising concerns who are not employees or business partners.

These channels are open for use even if persons in more senior positions have advised that it is not necessary to report the matter.

**HOW TO REPORT CONCERNS, BY COUNTRY:**

COUNTRY:	TELEPHONE NUMBER:
Ireland	1800 851 277
Poland	800 005 065
Romania	0800 890 351
Ukraine	0800 801 384
United Kingdom & Northern Ireland	0800 949 6390
Brazil	+55 (0) 800 942 2425 or <a href="http://www.fortgreen.com.br/canal-aberto/">http://www.fortgreen.com.br/canal-aberto/</a>



You can also report a concern online by visiting the following website or using the QR code above.

[originenterprises.ethicspoint.com](http://originenterprises.ethicspoint.com)