

Whistleblower Policy

Reporting wrongdoing safely

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Speak up safely. PO Box Designs encourages the reporting of wrongdoing and is committed to protecting those who speak up. This policy explains what can be reported, how to report it, and the protections available to those who do.

1. Purpose & Scope

This policy applies to all directors, employees, contractors, suppliers and their employees, and their relatives and dependants, in relation to Bubbalooba Pty Ltd trading as PO Box Designs. It supports our Code of Conduct and Anti-Bribery & Corruption Policy by providing a safe channel to report serious concerns.

2. What Can Be Reported

This policy covers reports of wrongdoing (a 'disclosure'), including:

- Dishonest, fraudulent or corrupt conduct, including bribery;
- Illegal conduct, such as theft, or breach of workplace, safety or environmental laws;
- Serious misconduct or an improper state of affairs;
- Conduct that endangers health and safety or the environment;
- Conduct that may cause financial or non-financial loss to the business or damage its reputation;
- Concealment of, or retaliation against someone who reports, any of the above.

Personal work-related grievances (for example, an individual interpersonal complaint) are generally handled under our other policies rather than this one, unless they involve detriment for making a disclosure.

3. How to Make a Disclosure

Disclosures can be made to the Managing Director, in person, by phone on 03 4333 9271, or by email to info@poboxdesigns.com.au. Where a person does not feel able to report to the Managing Director, they may report to another director. Disclosures may be made anonymously, though this may limit our ability to investigate or provide updates.

4. Protection for Disclosers

- **Confidentiality** — we keep the identity of a discloser confidential, and information likely to identify them, except where disclosure is required by law or the discloser consents.
- **Protection from detriment** — no one who makes a disclosure in good faith will be subjected to dismissal, demotion, harassment, discrimination or any other detriment for doing so.
- **Good faith** — protection applies to genuine disclosures. Knowingly making a false report is a breach of this policy and our Code of Conduct.

Retaliation is prohibited. Any form of retaliation against a person for making a genuine disclosure is a serious breach of this policy and will result in disciplinary action.

5. How We Handle Disclosures

Disclosures are assessed and, where warranted, investigated fairly, objectively and confidentially by the Managing Director or an appropriate independent person. We protect the interests of the discloser throughout, and, so far as fairness allows, the person the disclosure concerns. Where appropriate, we

provide the discloser with feedback on progress and outcome, subject to confidentiality and privacy obligations.

6. External Reporting

Nothing in this policy prevents a person from making a report to a regulator, law enforcement or other authority where they are entitled to do so — for example WorkSafe Victoria, the police, or a relevant Commonwealth body. Certain disclosures may attract statutory whistleblower protections under Commonwealth law.

7. Responsibilities & Review

The Managing Director is responsible for this policy and for maintaining a culture in which people feel safe to speak up. This policy is reviewed periodically, communicated to all staff, and made available to suppliers and principals on request.

Make a disclosure. To report a concern under this policy, contact the Managing Director at info@poboxdesigns.com.au or 03 4333 9271.