

Legal Services

Whistleblower Policy

1.0 Purpose

The Fuji Xerox Australia FXA Group (Fuji Xerox Australia Pty Limited, Fuji Xerox Finance Limited and Fuji Xerox Sales Pty Limited) "FXA".is committed to a policy of exemplary corporate citizenship. As part of this policy, it expects its officers, contractors and employees to maintain the highest levels of probity in their dealings on behalf of the company and their management of the company's business. This includes strict compliance with the companies' ethics code and all Law and Regulation applying to the business.

2.0 Scope

This policy applies to suppliers, customers, employees, contractors and other stakeholders including members of the public who have dealings with Fuji Xerox Australia Pty Limited, Fuji Xerox Finance Limited or Fuji Xerox Sales Pty Limited.

3.0 Background

By this policy Fuji Xerox Australia seeks to encourage the reporting of corrupt or illegal practices by the company or any employee or officer of the company regardless of position. Whilst such disclosure is encouraged to occur through the normal hierarchy of the business any person may report incidents pursuant to this Whistleblower policy in circumstances where they consider the gravity of the issue warrants such approach or where they have fear of reprisal in the event of raising the matter with their operational contact.

4.0 Policy

- (1) All advices communicating an incident/s of corrupt or illegal conduct should be address to the Whistleblowing Officer, Fuji Xerox Australia Pty Limited, 101 Waterloo Road, North Ryde NSW 2113 or by email to Whistleblowing.Officer@aus.fujixerox.com.
- (2) All communications to the Whistleblowing Officer shall be dealt with by the Director, Corporate Affairs or his/her delegate.
- (3) All dealings with Whistleblower disclosures will be handled in such a manner as to where possible preserve the anonymity of the whistleblower however it needs to be recognised that such may not be possible if the matter is to be properly investigated



and responded to. Whilst anonymous submissions/advices are not encouraged they will be accepted.

- (4) All Whistleblower communications will be acknowledged within fourteen days of their receipt.
- (5) Whistleblowers advising incidents of corrupt or illegal conduct shall be protected from harassment or retaliation as a consequence of their disclosure. To effect this protection the Whistle Blowing Officer shall maintain ongoing contact with the Whistleblower as circumstances warrant and the Whistleblower may raise issues of concern with the Whistle blowing Officer at any time.
- (6) False reporting shall not attract any protection under this policy.

5.0 Revision History

This document is identified as LS-POL-002 – Whistleblowers Policy. A new version will be issued whenever changes occur.

| Version | <u>Changes</u> | Date |
|----------------|-----------------------|----------------------|
| V1.0 | Original | <u>February 2006</u> |
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