

Fact Sheet: Understanding Maxima Cleaning Groups' Whistleblower Policy



Maxima Cleaning Group

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What is Whistleblowing?

Whistleblowing is when an individual raises concerns about wrongdoing, illegal, or unethical conduct within an organisation. Examples of potential whistleblowing issues at Maxima Cleaning Group, might include fraudulent financial practices, violation of laws and regulations, unsafe working conditions, or other serious misconduct.

What is a Reportable Matter under our policy?

A Reportable Matter includes any dishonest, fraudulent, corrupt, illegal, unethical, or other inappropriate conduct involving the organisation. This could include financial irregularities, misconduct, illegal activities, or breaches of Company policy.

Why is Whistleblowing Important?

Whistleblowing is crucial for maintaining Maxima Cleaning Group commitment to integrity, accountability, and ethical business conduct. It enables us to detect and address misconduct, safeguard our workers and stakeholders, uphold our reputation, and ensure compliance with laws and regulations.

Maxima Cleaning Group Commitment

At Maxima Cleaning Group, we are committed to fostering an environment where workers feel safe and supported to raise concerns. Our Whistleblower Policy outlines our approach to handling whistleblowing reports, including maintaining confidentiality, conducting thorough investigations, and providing protection against whistleblowers' retaliation.

Who can make a disclosure under the Whistleblower Policy?

Workers, officers, contractors, consultants, suppliers, and other stakeholders associated with the organisation can make a disclosure under the Whistleblower Policy.

Making a Report

We encourage you to make a report if you suspect any wrongdoing at Maxima Cleaning Group. We assure you that your report will remain confidential, and you have the option to remain anonymous if you choose.

Will the person I have reported find out about my disclosure?

The company will take all reasonable steps to protect your identity and ensure your disclosure is confidential.

What happens after I make a disclosure?

Your disclosure will be assessed, and an investigation will be initiated if it is determined to be a reportable matter. You may be contacted for further information if you have not chosen to remain anonymous.

What if I am not satisfied with the outcome of an investigation?

If you are not satisfied with the outcome of an investigation, you can escalate the matter externally. For example, this could involve contacting a regulator or appropriate oversight body.

What if the report I made turns out to be incorrect?

A whistleblower policy aims to encourage the reporting of misconduct that is suspected on reasonable grounds. If a report is made in good faith but is not confirmed by an investigation, there will generally be no negative consequences for the reporter. However, making a report that you know to be false could have serious consequences, including disciplinary action.

Protections for Whistleblowers

Maxima Cleaning Group is committed to protecting whistleblowers. This includes safeguarding your identity, maintaining confidentiality, ensuring you are not disadvantaged or mistreated for making a report, and addressing any instances of retaliation. If you believe you have experienced any form of retaliation for making a report, please contact our Whistleblower Protection Officer(WPO) immediately.

Your Responsibilities

As an worker of Maxima Cleaning Group, you play a crucial role in upholding our values of integrity and accountability. We expect allworkers to report any suspected wrongdoing promptly. We also ask that you respect the confidentiality of whistleblowing matters and never engage in retaliatory behaviour towards individuals who make a report.

Where can I find more information about the Whistleblower Policy and my rights and obligations?

More information can be found in the Company's Whistleblower Policy. You can also contact the WPO for more details.

Your voice matters.

Together, we can ensure Maxima Cleaning Group remains an ethical, transparent, and responsible organisation.