



Premedia Responsible Information Management Policy

Premedia Marketing Production Services Pty Ltd

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Effective Date: 1st July 2025

Reviewed: Annually

Approved by: Mike Griffiths, Managing Director

1. Purpose Premedia is committed to maintaining the highest standards of ethical conduct and integrity in all areas of our operations. This policy provides a framework for employees, contractors, suppliers, and other stakeholders to report any suspected misconduct, including but not limited to corruption, bribery, and information security breaches.

2. Scope This policy applies to:

- All current and former employees
- Contractors, consultants, and suppliers
- Business partners and other external stakeholders

3. Reportable Conduct The following are examples of reportable misconduct:

- Corruption, bribery, or facilitation payments
- Fraud, theft, or embezzlement
- Misuse of confidential or personal data
- Breach of information security policies
- Breach of legal or regulatory obligations
- Harassment, bullying, or discrimination
- Any other behaviour that may cause financial or reputational harm to Premedia

4. Reporting Procedure Whistleblowers may report concerns confidentially to: Email: mike@premedia.com.au

All reports will be treated seriously and assessed promptly. Where appropriate, an internal investigation will be initiated.



5. Investigation Process

- Acknowledgement of receipt will be provided within 2 business days.
- An initial assessment and investigation will begin within 5 business days.
- Findings will be documented and actions taken, where necessary.

6. Confidentiality and Anonymity

- Whistleblowers may report anonymously.
- All efforts will be made to maintain confidentiality and protect the identity of the whistleblower.

7. Protection from Retaliation

- Premedia prohibits any retaliation against individuals who report misconduct in good faith.
- Any act of retaliation will result in disciplinary action.

8. Responsibilities

- The Director is responsible for managing reports, ensuring fair treatment, and maintaining confidentiality.
- All staff are encouraged to speak up without fear of retaliation.

9. Review and Updates This policy will be reviewed annually or earlier if required by changes in legislation or business structure.

Date of Last Review: July 2025