Anti-Bribery & Corruption Policy *(POL-005)*

Purpose

PetraClean is committed to conducting business honestly, fairly, and with integrity. This policy sets out our zero-tolerance approach to bribery and corruption.

Policy Statement

- Employees, contractors, and representatives of PetraClean must not offer, give, request, or accept any bribe, kickback, or improper payment, whether directly or indirectly.
- Bribery includes giving or receiving anything of value (cash, gifts, favours, hospitality, or services) with the intention of improperly influencing a business decision.
- Reasonable and proportionate hospitality or gifts may be acceptable only if they are transparent, infrequent, and not intended to gain an unfair advantage.
- All business dealings must comply with Australian law and PetraClean's internal standards of ethical conduct.

Responsibilities

- All staff must refuse any bribe or improper benefit, and report concerns immediately to management.
- Managers are responsible for ensuring staff understand and follow this policy.
- Breaches may result in disciplinary action, up to and including termination of employment, and could also involve legal consequences.

Reporting

If you suspect bribery or corruption, report it to your Manager or the HR Manager immediately. Reports will be handled confidentially and without retaliation.

Responsibility and Review

PetraClean's management (Managing Director and Human Resources Manager) is responsible for implementing and maintaining Company Policies. All staff are required to understand and comply with this Policy and seek clarification if required.

This policy was created in April 2025 and will be reviewed and updated as required, or 12 months from the last publication date to ensure that it remains current and relevant to PetraClean's standards of practice and relevant laws and regulations.

Created / Updated by:	C Forzatti		
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