

Whistleblowing policy

Purpose and scope

VISAENVOY PTY LTD is committed to a culture where concerns about wrongdoing can be raised safely and are taken seriously. This policy applies to all current and former employees, directors, officers, contractors, volunteers and interns of VisaEnvoy, and to our suppliers and their personnel.

What should be reported

Any actual or suspected misconduct or improper state of affairs, including: fraud, bribery or corruption; modern slavery, child labour or other labour exploitation in our operations or supply chain; breaches of migration law, the Migration Agents Code of Conduct or other legal or professional obligations; privacy or data breaches; dangers to health and safety; and victimisation of anyone who has made a report. Personal work grievances are generally managed under normal HR processes rather than this policy.

How to report

Reports may be made to your manager or to any Director of VisaEnvoy, in person, by phone (03 9521 7577) or by email (office@visaenvoy.com, marked "confidential - for a Director"). Suppliers and external parties may use the same channels. Reports may be made anonymously, and anonymity will be respected to the extent the law allows and an effective investigation permits.

Protections for whistleblowers

- No one will be victimised, disadvantaged or subjected to reprisal for making a report on reasonable grounds, even if it is not ultimately substantiated.
- The identity of a reporter will be kept confidential and disclosed only with their consent or as permitted or required by law.
- Eligible whistleblowers may also have statutory protections under Part 9.4AAA of the Corporations Act 2001 (Cth), including in respect of reports made to ASIC.

How reports are handled

A Director will assess each report promptly, investigate fairly and objectively, keep appropriate records, and take corrective or disciplinary action where wrongdoing is found - up to termination of employment or of a supplier engagement, and referral to police, ASIC, OMARA, WorkSafe Victoria, the OAIC or other authorities as appropriate. Where possible, the outcome will be communicated to the person who made the report. Reports may also be made directly to those external bodies.

Review

This policy is reviewed at least annually by a Director, is available on the VisaEnvoy website, and is covered in staff induction and periodic refreshers.

Name: Ian Armani

Position: Director - on behalf of
VisaEnvoy Pty Ltd

Signature:



Date: 15 July 2026

Review
date:

Annually