

	Petrobuild	POLICY
	WHISTLE BLOWING	2026.01

WHISTLE BLOWING POLICY

1. Purpose

The purpose of this policy is to encourage employees and stakeholders to report any unlawful, unethical, or improper conduct within Petrobuild (Pty) Ltd, and to ensure that such disclosures are handled confidentially, fairly, and without fear of retaliation.

2. Scope

This policy applies to:

- All employees (permanent, temporary, and contract)
- Directors and management
- Contractors, suppliers, and business partners

3. Legal Framework

This policy applies to:

- All employees (permanent, temporary, and contract)
- Directors and management
- Contractors, suppliers, and business partners

4. What is Whistleblowing

Whistleblowing is the reporting of information relating to suspected misconduct, including but not limited to:

- Fraud, theft, or corruption
- Bribery or unethical business practices
- Health and safety violations
- Environmental damage
- Legal or regulatory breaches
- Misuse of company assets
- Harassment, discrimination, or abuse
- Data breaches or cybersecurity concerns

5. Reporting Channels

Reports may be made through the following channels:

- Direct Manager or Supervisor
- Senior Management
- Human Resources
- Designated Ethics/Compliance Officer



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Avenue NADIA WETU, Quartier Joli Site Cité
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	WHISTLE BLOWING	2026.01

(Anonymous reporting mechanisms may be implemented where available.)

6. Risk Management Process

- All disclosures will be treated confidentially to the extent possible
- The identity of the whistleblower will be protected
- Information will only be shared on a need-to-know basis

7. Protection of Whistleblowers

Petrobuild strictly prohibits retaliation against any person who reports concerns in good faith.

Protection includes:

- No dismissal, demotion, or harassment
- No victimization or discrimination
- Protection under applicable laws

Any retaliation will result in disciplinary action.

8. Good Faith Reporting

- Reports must be made honestly and in good faith
- False or malicious reporting may result in disciplinary action

9. Investigation Process

Upon receiving a report:

1. The concern will be acknowledged (where possible)
2. A preliminary assessment will be conducted
3. A formal investigation may be initiated
4. Appropriate action will be taken based on findings

All investigations will be conducted fairly, objectively, and without bias.

10. Outcome and Feedback

- Where appropriate, feedback may be provided to the whistleblower
- Corrective and disciplinary actions will be implemented if misconduct is confirmed

11. Responsibilities

Management

- Promote a culture of openness and integrity
- Ensure reports are taken seriously and investigated

Employees

- Report suspected misconduct
- Cooperate with investigations



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12. Awareness and Training

Petrobuild will:

- Communicate this policy to all employees
- Provide guidance on how to report concerns
- Promote ethical behaviour across the organisation

13. Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
- Termination of employment or contract
- Legal consequences

14. Review of Policy

This policy will be reviewed periodically to ensure:

- Compliance with legal requirements
- Effectiveness of reporting mechanisms
- Alignment with company values

Approved by: Bonita Botha

Position: Managing Director

Date: 1 March 2026



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