

Each of us has a responsibility to report behaviour or actions that are undesirable, unethical, or illegal with respect to business operations, including dealings with suppliers and contractors. If you see or suspect misconduct, don't ignore it. Report it immediately.

Speak Up

ALDI staff should report any misconduct to their direct leader. External parties should notify their direct supervisor. ALDI also offers an alternate option for both parties, the ALDI AlertLine. Individuals can choose to communicate anonymously.

Some common examples of misconduct:

- Accounting/audit irregularities - e.g. disclosure of misleading financial information
- Falsification of workplace injuries - e.g. faking a fall on a work site
- Retaliation against whistle blowers - e.g. threats or actual physical harm carried out against individuals
- Alcohol, drug or other substance abuse - e.g. consumption of alcohol or prohibited drugs
- Fraud or embezzlement - e.g. theft or diversion of cash by utilising falsified documents
- Security issues - e.g. compromising workplace security by allowing entry to non-verified visitors
- Conflicts of interest - e.g. giving undue preference or advantage to suppliers who are family or friends
- Gifts, bribes & kickbacks - e.g. extortion and demands for illicit payments
- Sexual harassment - e.g. unwanted advances and comments of a sexual nature
- Improper loans to employees - e.g. cash or other loans offered outside of verified company policy
- Theft of cash - e.g. stealing cash from store registers or safes
- Discrimination - e.g. discriminatory actions or statements breaching standards on diversity, equal opportunity and mutual respect
- Information & data security violations - e.g. unauthorised access to secure data
- Theft of goods/services - e.g. illegal removal of supplies and equipment or misuse of company services
- Inappropriate behaviour - e.g. acts of misconduct deemed unethical and in violation of company codes of conduct
- Theft of time - e.g. employees may take extended breaks
- Environmental, health & safety issues - e.g. handling and disposal of hazardous waste
- Policy breaches - e.g. deliberate violations against specific company guidelines
- Unauthorised discounts - e.g. goods sold or obtained at discounts outside of company guidelines
- Falsification of personnel records - e.g. using sub-contractors with falsified documentation

- Wage/hour issues - e.g. incorrect logging and payment for hours worked
- Falsification of facts, prices, or figures - e.g. disclosure of false pricing information to gain undue advantage
- Release of proprietary information - e.g. unauthorised disclosure of confidential information
- Pressure to operate vehicles or equipment unsafely
- Workplace threats & violence - e.g. intimidation tactics and physical harm resulting from workplace disputes
- Illegal practices - engaging in acts which are in clear violation of Australian Law - e.g. illegal sourcing where suppliers offer goods or services produced outside legal boundaries, which may include "immoral" use of human resources
- Eligibility to work in Australia - e.g. provision of relevant visa and work permits
- Workplace harassment - e.g. acts of intimidation and bullying
- Pressure to operate unsafe vehicles or equipment
- Pressure to enter unsustainable contracts

When is the ALDI AlertLine available?

The ALDI AlertLine can be accessed 24 hours a day, 7 days a week either by telephone (toll-free) or through the internet. No call-tracing or recording devices are ever used, and all conversations and correspondence remain completely confidential.

What will happen when I call the ALDI AlertLine?

The ALDI Alertline is open to all employees and external parties including contractors and suppliers. When you call the ALDI AlertLine, a trained Communication Specialist will ask you questions to better understand the nature of your concern. The Communication Specialists are experts in collecting the right information on the concern that you report and in protecting you. They will never take sides, and act only as unbiased, third-party professionals.

What happens to my concern?

The Communication Specialist will prepare a report that is forwarded to ALDI for follow up.

Will I get any feedback?

At the end of your initial call to the ALDI AlertLine, the Communications Specialist will give you a report number, personal identification number (PIN) and date after which you can call back to follow up on your report. When you call back, reference the report number and PIN. If additional information is needed, you will be asked for it when you call back. If you communicate your grievance through the Hotline website, you will be provided with a report number, PIN, and follow up date before you exit the online system. When you follow up, provide the report number and PIN, you will be given access to a written response. If additional information is required, you will be asked for it in the written response.

Contact the ALDI AlertLine

1800 156 547

Or visit the website at:

<https://aldiaustralia.alertline.eu>

24 hours a day, 7 days a week

We all Have a Responsibility



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ALDI AlertLine

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People are the focus of our company.

This principle is the cornerstone of the ALDI Management System. We recognise and respect the value you add to the business by providing excellent service day after day. Our relationships are built on principles such as cooperation, honesty, trust, respect, individual empowerment and accountability.

We are committed to the highest standards of responsible behaviour and integrity in all our relationships with our people, customers, business partners and authorities. This commitment is based on our three core values which are consistency, simplicity and responsibility.

- Consistency leads to reliability
- Simplicity creates efficiency and clarity in all that we do
- Responsibility includes principles such as fairness, honesty and openness

One of our responsibilities to all employees of ALDI and external parties is to ensure that all individuals can freely voice concerns or submit grievances. Whether individually, or as a group, it is essential that concerns, grievances or matters are raised by reporting through the appropriate escalation channels.

In the reporting of such circumstances, ALDI employees should contact their direct leader and external parties should contact their supervisor. If the report involves your direct manager, the grievance should be raised with the next level of management.

Additionally, the ALDI AlertLine is available as an alternative option for reporting any matters affecting the work environment or potential acts of misconduct, such as unethical or illegal behaviour. ALDI has arranged with an independent third party, to provide both a toll-free hotline and website where concerns can be submitted confidentially. This program is designed to serve as an additional outlet for employees and external parties who may be hesitant to report such issues through the normal communication channels.