

## Speak up

At Beca we are committed to conducting our business to high ethical values and legal standards and want our people to have an open, transparent, and safe place to work. We take all wrongdoings very seriously, whether it is committed by a Beca officer, employee, volunteer, or contractor. You can make a report if you have reasonable grounds to suspect that the information you are disclosing concerns serious wrongdoing. Please note that employee personal work-related grievances should be reported to the person's direct manager or if you feel it is appropriate, to higher management.

If you are a Beca employee or have access to the Beca intranet, you should refer to the Speak Up segment of the Beca Ethics Policy and/or to the Whistleblower Policy for Australia as appropriate. If you are not a Beca employee or do not have access to the Beca intranet, then you can make a report to Beca's advisers:

**David Searle** 

Audit, Managing Director Baker Tilly Staples Rodway Telephone: +64 9 373 1128 Email: david.searle@bakertillysr.nz

Sachin Patel

Audit & Assurance Services, Partner Baker Tilly Staples Rodway Telephone: +64 9 968 9154 Email: sachin.patel@bakertillysr.nz There may be specific policies and/or legal requirements for some of the countries in which Beca operates (e.g. Australia). Any concerns raised will be dealt with in accordance with any applicable policy and/or requirements. If you are unable to access such policies, then Beca's advisers noted above will be able to provide a copy on request.

Where possible and as appropriate, any report should be in writing and should contain details of:

- the nature of the alleged misconduct;
- the person(s) responsible for the alleged misconduct;
- the facts on which your belief that a breach has occurred and has been committed by the person named, are founded;
- the nature and whereabouts of any further evidence that would substantiate your allegations, if known
- your contact details so we can gain further information if needed
- if you would like to remain anonymous

Evidence to support such concerns should be brought forward at this time if it exists. The absence of such evidence will be taken into account in subsequent consideration of whether to open an investigation into the matter. However, absence of such evidence does not prevent Beca from investigating the report.

Amelia Linzey

**Group Chief Executive** 

March 2024