

## We all Have a Responsibility

ALDI is committed to the highest standards of responsible behaviour and integrity in all of our relationships. Each of us has a responsibility to report behaviour or actions that are unethical, illegal or undesirable. If you see or suspect misconduct, don't ignore it. Report it immediately.

ALDI employees should report it to their direct leader. External parties (including contractors and suppliers) should report it to their direct supervisor. ALDI also offers an alternate option for both parties, the ALDI Alertline.

The Alertline does not in any way replace our normal grievance procedure and should be used when the normal escalation channels have been exhausted or are not appropriate.

#### Types of Misconduct:

- Accounting/audit irregularities
- Falsification of workplace injuries
- Retaliation against whistleblowers
- Alcohol, drug or other substance abuse
- Fraud or embezzlement
- Security issues
- Conflicts of interest
- Gifts, bribes or kickbacks
- Sexual harassment
- Improper loans to employees
- Theft of cash

- Discrimination
- Information & data security violations
- Theft of goods/services
- Inappropriate behaviour
- Theft of time
- Environmental, health & safety issues
- Policy breaches
- Unauthorised discounts
- Falsification of personnel records
- Wage/hour issues
- Falsification of facts, prices or figures

- Release of proprietary information
- Workplace threats & violence
- Illegal practices
- Legal eligibility to work in Australia
- Workplace harassment
- Pressure to operate vehicles or equipment unsafely
- Pressure to operate unsafe vehicles or equipment
- Pressure to enter unsustainable contracts

### ALDI AlertLine 1800 156 547

Online at: https://aldiaustralia.alertline.eu

Confidential, professional, reliable, and available 24/7





# We all Have a Responsibility

ALDI is committed to the highest standards of responsible behaviour and integrity in all of our relationships. Each of us has a responsibility to report behaviour or actions that are unethical, illegal or undesirable. If you see or suspect misconduct, don't ignore it. Report it immediately.

ALDI employees should report it to their direct leader. External parties (including contractors and suppliers) should report it to their direct supervisor. ALDI also offers an alternate option for both parties, the ALDI Alertline.

#### Types of Misconduct:

- Accounting/audit irregularities
- Falsification of workplace injuries
- Retaliation against whistleblowers
- Alcohol, drug or other substance abuse
- Fraud or embezzlement
- Security issues
- Conflicts of interest
- Gifts, bribes or kickbacks
- Sexual harassment
- Improper loans to employees
- Theft of cash

- Discrimination
- Information & data security violations
- Theft of goods/services
- Inappropriate behaviour
- Theft of time
- Environmental, health & safety issues
- Policy breaches
- Unauthorised discounts
- Falsification of personnel records
- Wage/hour issues
- Falsification of facts, prices or figures

- Release of proprietary information
- Workplace threats & violence
- Illegal practices
- Legal eligibility to work in Australia
- Workplace harassment
- Pressure to operate vehicles or equipment unsafely
- Pressure to operate unsafe vehicles or equipment
- Pressure to enter unsustainable contracts

### **ALDI AlertLine 1800 156 547**

Online at: https://aldiaustralia.alertline.eu

Confidential, professional, reliable, and available 24/7

