



SECURITY AND THEFT POLICY

Aussie Automotive Group (AAG) is committed to creating a safe environment that is free from theft. This policy applies to all employees, managers and contractors. It is the responsibility of everyone to report any event of theft, attempted theft or removal of company, employee or customer property.

This policy aims to:

- Ensure the preservation of confidential information
- Address all allegations of theft in a fair, sensitive and confidential manner
- Promote appropriate standards of conduct at all times

Theft of company, employee or client property or funds, irrespective of its value, is serious in nature and will be treated as such by the Company. Failure to comply with this policy may result in disciplinary action and/or termination of employment.

Theft is the unauthorised removal or misappropriation (i.e. potentially fraudulent activity, unauthorised storage, transfer or use) of employee, company, or client property. Such property may include, but is not limited to:

- Money
- Time, e.g. falsifying timesheets
- Product
- Personal possessions
- Software
- Waste material
- Equipment
- Trade secrets

Individuals should immediately report all suspected theft incidents in writing to AAG management. AAG will promptly investigate and will ensure that confidentiality is maintained throughout the investigation to the extent that is practicable and appropriate under the circumstances. Upon completion of investigated theft incidents, the Company will take necessary disciplinary action if it is determined that the accused has breached this policy.

The Company reserves the right to report all theft to the police which may lead to prosecution, conviction and a criminal record.

Aussie Automotive Group

3 August 2021