

"AJS11"

**Diona Pty Ltd**

Level 13, 54 Miller Street | North Sydney, NSW 2060  
+61 2 8867 8000 | ABN 48 001 904 258 | ACN 001 904 258



16 May 2023

**Private and Confidential**

Narghiza Pucci  
[Narghiza.pucci@diona.com.au](mailto:Narghiza.pucci@diona.com.au)

**Re: Show Cause Notice**

Dear Narghiza,

The purpose of this Show Cause Notice is to seek your response to the alleged misconduct allegations in your role of Financial Controller.

Due to the serious nature of the allegations, you are being afforded an opportunity to respond to these allegations under a show cause process. In accordance with this process, no determination has been made, or will be made, by the Company in relation to this matter until you have had the opportunity to respond to the allegations as outlined below.

1. It is alleged that you demonstrated misconduct in your role by providing employee information to an external stakeholder for non business purposes without the employee's knowledge or consent. Specifically, it is alleged that you shared employee information with Pet Traders Pty Ltd, who (Alfred Pucci) contacted the employee on Monday 17 April 2023 via email at 9:06am and via phone call at 12:36pm to discuss a job opportunity. On the same day a meeting was scheduled at 10am with the employee, yourself and Penny Washington – Manager P&C to discuss the Diona Vendor Master File Coordinator role further in detail. Your behaviour created a sense of distrust, unprofessionalism and unease for the employee in the workplace and is a breach of the Company's Privacy Policy, Business Conduct Policy and Values.
2. It is alleged that you are related or have a close connection to the Director of Pet Traders Pty Ltd, Rosario Pucci. On Wednesday 17 April 2023, it is alleged that you denied any involvement with Pet Traders Pty Ltd via email to the Manager – P&C, Penny Washington. Your behaviour is not consistent with the expectations of Financial Controller and is a breach of the Company's Values.
3. It is alleged that you demonstrated misconduct in your role by intentionally or unintentionally failing to disclose conflict of interest of The Golden Ritual Pty Ltd trading as OffshoreGeniX at the set up or during supply of services to Diona. Your behaviour is not consistent with the expectations of Financial Controller and is a breach of the Company's Business Conduct Policy, Procurement Standard and Values.
4. It is alleged that you demonstrated misconduct in your role by using your position of authority to bypass the Company's supplier pre-qualification process and set up of The Golden Ritual Pty Ltd in the supplier management platform, which includes specific questions relating to modern slavery. Your behaviour is not consistent with the expectations of Financial Controller and is a breach of the Company's Business Conduct Policy, Procurement Standard and Modern Slavery Statement.
5. It is alleged that you demonstrated misconduct in your role by failing to comply with the segregation of duties for the transaction lifecycle of The Golden Ritual Pty Ltd. Specifically, you have raised, approved purchase orders and approved payments for processing. Your behaviour is not consistent with the expectations of Financial Controller and is a breach of the Company's Business Conduct Policy and Procurement Standard.
6. It is alleged that you recorded false entries of your timesheet for pay period Saturday 29 April 2023 – Friday 5 May 2023. On this occasion, your timesheet was entered as ordinary time worked for the pay period, however you were not contactable by your Manager and the Finance team members. Your

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behaviour is not consistent with the expectations of Financial Controller and is a breach of the Company's Values.

The Company takes the above matters seriously and any unacceptable conduct is considered grounds for disciplinary action up to and including termination. Accordingly, the Company may consider terminating your employment (subject to any response you may provide).

Prior to the decision made, the Company seeks your response in writing to the alleged breaches and requests you to provide any mitigating or extenuating factors for the Company to consider.

You are required to provide a written response response to the Company by Thursday COB 18 May 2023 via email to John O'Connor on [John.O'Connor@diona.com.au](mailto:John.O'Connor@diona.com.au). Your responses will be considered, and a decision will be made in relation to your ongoing employment with the Company.

If you fail to provide a response, the Company may proceed to make a decision in relation to the future of your employment based on the information currently available.

Diona has made the decision to direct you not to attend work until further notice pending the outcome of this process. You will be paid your usual pay during this period in line with your standard working hours.

You are reminded that this matter must be treated as strictly private and confidential and must not be discussed with any other employee, contractor or consultant, unless you are formally advised.

If you have any questions regarding this letter, please do not hesitate to contact Penny Washington, Manager – P&C on 0499 900 944. You are also advised that counselling and employee assistance is available to you with Diona's Employee Assistance Program by calling 1300 687 327.

Kind regards

A handwritten signature in black ink that reads "John O'Connor".

**John O'Connor**  
Director Operations

A handwritten signature in black ink that reads "Penny Washington".

**Penny Washington**  
People & Capability - Manager

This is the 2 page document referred to as Annexure "AJS12" in the Affidavit of Ajay Singh affirmed at Parramatta NSW on 21 September 2023 before me:



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BABANI MANDIZA SOLICITOR