



Company Policies

Alcohol & Other Drug Policy Statement

We are committed to provide a workplace in which employees, subcontractors and visitors are free to go about their business without risk of injury from persons affected by Alcohol and other Drugs.

We aim to achieve this objective by:

- Educating people on the effects of these substances on personal health and well-being.
- Identifying problems, which contribute to substances abuse and seeking appropriate solution to prevent their recurrence
- Advising people to adopt a responsible approach to alcohol use by exercising moderation being aware of the adverse effects of alcohol, prescription drugs and illegal drugs.
- Establishing a **ZERO TOLERANCE** approach to alcohol and other drugs in the workplace including a blood limit of 0.00%.
- Enforcing prescribed disciplinary procedures to those who are found on a worksite testing positive to alcohol and other drugs or other breaches of the policy.

The Kamilaroi Transport Drug and Alcohol Policy are committed to the following rules:

- No Kamilaroi Transport employee or contractor shall possess, sell, trade, or offer for sale any illegal drugs or otherwise engage in the illegal use of drugs and /or alcohol while on the premises or on rostered shifts.
- No Kamilaroi Transport employee or contractor shall report to work under the influence of Drug and /or Alcohol.
- No Kamilaroi Transport employee or contractor shall use/sell prescription drugs illegally in the workplace and will declare all medications taken before starting shift to their immediate supervisors.

Noncompliance to this policy will result in immediate stand down without pay and removal from site subject to disciplinary procedures as well as possible referral to the Police.

Corporate Standards Policy

Kamilaroi Transport has expectations that employees will abide standards of behaviour and recognise the responsibilities they hold in relation to the company, other employees and our clients in order to maintain an effective and harmonious working environment and ensure the best possible service to our clients.

Kamilaroi Transport has a set of Corporate Standards which requires all employees in the group to observe the highest standards of behaviour and business ethics when engaging in company activity.

These Corporate Standards bind all employees of Kamilaroi Transport to act in a way consistent with the company's objectives and ethics. Its principles are:

- Our actions are based on a recognition of the essential dignity of each and every person
- We have an active concern for the wellbeing of the community and the environment
- We provide a challenging and safe work place in which people can flourish
- We refrain from any activity that will likely involve conflict between our personal interests and our company's interests, either currently or in the foreseeable future.
- We will strictly comply with all relevant laws and accounting procedures
- We will use the company's resources responsibly and in the best interests of the Company.
- We will establish and maintain a reputation for scrupulous dealing
- We will maintain corporate, industry, customer and employee confidentiality at all times
- Our public statements on the company and its business and service will be factual, complete and honest
- We will retain our corporate integrity through refraining from political donations which could compromise the Company.

We will do all that is necessary to ensure compliance with these standards

Customer Relations Policy

Our Customer Vision

The vision of superior service to our customers is an integral part of our business.

Our Vision is to work with our customers to ensure their long term success, by understanding their needs and aligning our people to deliver on our promises.

Our Commitment

Kamilaroi Transport is committed to understanding its customers' requirements and expectations responding to them, and developing strong, long term relationships with them. We are committed to ensuring our customers are totally satisfied with our service and

performance at all levels with their organisation. Kamilaroi Transport will measure and report on its success in achieving its vision.

Customer Relations Objectives - We will:

- Encourage our people to develop sound long term relationship with our customers and work in a manner that promotes customers satisfaction;
- Provide customer relations leadership at the highest level;
- Develop, implement and maintain a customer relations management system and train our people in its use and application;
- Develop, implement and maintain a performance measurement system that assesses our customer relations and satisfaction performance. This will include actively soliciting feedback on our performance and the value we add to our customers business;
- Recognise individuals and business units for superior leadership and performance in customers relations; and
- Develop a customer charter for each of our major contacts that address all the key areas of alignment with our customer.

Driver Security Policy

Kamilaroi Transport is committed to ensure the safety of all who drive in the company vehicles. Kamilaroi Transport insists that all drivers of company vehicles take note of the following security measures and **NEVER** put themselves at risk.

- Report all motor vehicle incidents immediately (or as soon as practicable to do so) :
- Report all near miss incidents
- Report all personal injuries including First Aid and Medical Treatments
- Ensure that emergency equipment supplies are available in the cab of the vehicle including water and a torch in working order.
- Keep communications “Open “i.e. UHF radio, mobile phone, etc.
- Always know how to call assistance.
- Do not stop to pick up strangers or hitchhikers (Only Kamilaroi Transport approved personnel should be in company vehicles at any time.)

When stopping at night for a fatigue or rest break:

- Park only in a “known parking bay”
- Do a quick safety survey
- Report any suspicious activity
- Keep your window up and door locked
- Carry some form of communication and a working torch

If driving cannot be done safely **DO NOT DRIVE** and inform your supervisor/manager.

Environmental Policy

Kamilaroi Transport is engaged in the Resource Industry servicing civil construction and mining industries...

Kamilaroi Transport is committed to delivering profitable projects and services in a safe and environmentally responsible manner.

Primary Environmental Objectives:

- Comply with relevant environmental laws, regulations, and industry codes of practice and project requirements specified by clients or regulators.
- Establish, measure, report and review environmental objectives, key performance indicators and targets
- Control the impact of our operations on the environment and community through effective planning and risk management methodologies.
- Communicate pertinent environmental responsibilities and obligations to employees, consultants and subcontractors and provide appropriate education.
- Establish and maintain a program for the continual improvement of the environmental management system and environmental performance.
- Seek to minimise pollution and use of natural resources by encouraging and practising economically viable waste reduction, emission control, energy conservation and recycling programs.
- Review this policy statement periodically and make it available to the public, clients, regulators and other interested parties upon request.

Equal Employment Opportunity Policy

Kamilaroi Transport will ensure that equal employment opportunities exist for all employees during the term of their engagement with the company. All employees have the right to work in an environment free from all forms of discrimination and harassment and where the principles of current equal opportunity and affirmative action legislation are supported.

Kamilaroi Transport is committed to providing a workplace and systems of work in which employees are not discriminated against or subject to harassment on all grounds recognised in law, including gender, religion, race, pregnancy and age. Employees who practice discrimination or harassment will be subject to company disciplinary procedures, regardless of their position.

Kamilaroi Transport will constantly strive to ensure that our employees and those applying for positions with the company are provided equal opportunity in all aspects of employment including.

- Recruitment and conditions of employment
- Remuneration
- Job training and career development and
- Promotion

All new employment applicants and employees seeking promotion within the company will be assessed solely on their individual skills, qualifications, experience and ability to perform their tasks.

The selected applicant will be the person who is most qualified and is best able to demonstrate the competencies required of the position.

Kamilaroi Transport will promote a workplace environment which provides encouragement and the opportunity for all employees to set and achieve personal goals within the framework of the Company's objectives. Employees will be appraised and promoted on the basis of objective assessment of performance and potential.

Fitness for Work Policy

Kamilaroi Transport believes that a company has a duty of care to its employees to ensure that all individuals are “fit for work” whilst undertaking activities on their behalf. This policy outlines the responsibilities of all individuals, and how they will comply with policy.

An individual considered “fit for work” is in a state (physical, mental and emotional) which enables them to perform assigned tasks competently and in a manner which does not compromise, or threaten the safety or health of themselves or others.

The fitness for work policy has been implemented to provide a safe working environment by ensuring that, whilst at work or undertaking activities on behalf of Kamilaroi Transport; employees, contractors and any other individuals are fit for work.

An individual may be unfit for work for various reasons including the adverse effects of fatigue, stress, alcohol, drugs, or other physical or mental health conditions. Final determination of “fit for work” is based on the opinion of the Camp Manager, Supervisor or OH&S advisor.

When contracted to carry out work for our customers on their premises, all employees, contractors and visitors must conform to the customers Drug, alcohol and fitness for work policies. Employees who breach a customers’ “fit for work Policy” or equivalent, will be deemed by Kamilaroi Transport to have breached this policy and may be referred to medical assistance, stood down from duties, retrained or referred for disciplinary procedures.

Kamilaroi Transport accepts all of its company employees and contractors to respect the aim of this policy and be “fit for work” in the course of business.

Industrial Relations Policy

Kamilaroi Transport is committed to creating and maintains a productive and harmonious working environment across all of the Company's operations.

Kamilaroi Transport supporting these aims to:

- Place a strong priority on the health and safety of its employees

- Promote the attainment of job satisfaction through encouraging good job performance and providing opportunities to use and improve workplace skills
- Provide for the fair and equitable treatment of all company employees, whilst ensuring a firm approach to company policies and values.
- To provide wages and conditions based on the requirements of the company which allows the company to attract and retain a skilled and co-operative workforce.

In order to promote and maintain good working relationships with company's employees, taking into account these aims, on site management will be given the appropriate authority and responsibility to support their involvement in achieving the company's industrial relations objectives.

A high level of communication and consultation with, and between company employees, is critical to Kamilaroi Transport achieving its objective and aims. This extends to maintaining communication with industrial unions representing the company's employees.

Kamilaroi Transport has a proactive and preventative approach to its industrial relationship with its employees.

Injury Management Policy

Our Beliefs:

- All accidents are preventable
- Safety is everyone's responsibility
- Our behaviour as leaders influences safety
- Anyone can stop an unsafe act
- We learn, we get better
- Caring for people means proactively preventing harm

Kamilaroi Transport supports the injury management process and recognises that success relies on the active participation and co-operation of the injured worker.

Our Commitments:

- Place safety as the first item on all meeting agendas
- Actively promote team participation in the management of safety
- Empower all our people to participation in the identification, control and elimination of risks and hazards
- Ensure that safety is maintained as the primary value of our company
- Ensure our people are trained, competent and properly resourced
- Recognise individuals and teams for superior leadership and performance in safety
- Seek continuous improvement through effective review at all levels of our company
- Encourage all employees to extend their commitment to safety and good health beyond the workplace

- Comply with relevant occupational safety and health laws, regulations, industry codes of practice licences and projects requirements

Kamilaroi Transport is committed to assisting injured workers to return to work as soon as is medically appropriate and will adhere to the requirements of the “Workers Compensation and Injury Management Act 1981” in the event of a work related injury or illness. Whenever possible, suitable alternative duties will be arranged internally having regard for the injured worker’s medical restrictions and capabilities.

Employees are directed to our extensive OH&S and Injury Management documentation, and are advised to familiarise themselves with the processes for injury and near miss reporting as well as the process for electing to make a claim.

Mobile Phone Policy

Kamilaroi Transport is committed to achieving the goal that no person shall be injured as a consequence of completing a company business activity, in particular the prevention of motor vehicle accidents.

It is acknowledged that the mobile phone has become an essential business/ personal tool for many staff. With this in mind it is another significant safety hazard if used when driving and highlights the need to put preventative control measure in place.

It is a Kamilaroi Transport policy if you are operating any vehicle whatsoever the use of a mobile phone while operating it is not permitted by this policy, the customer's policy and the Road Traffic Act.

In pursuing this policy, Kamilaroi Transport expects, as a minimum, its employees and contractors adopt the following practices in their use of mobile phones when driving any Kamilaroi Transport vehicle on any company business.

- Do not use the mobile key pad while the vehicle is in motion
- Do not speak on the mobile phone while the vehicle is in motion
- Use the voice mail facilities at the beginning of the journey, redirecting all calls to voicemail
- When a voicemail prompt is received, pull over in a safe manner and location and return the cell if need be.

Whenever possible the mobile phone should be hooked up to a hands free system and extreme caution used. At no time is text messaging allowed. This will be in breach of the Occupational Health & Safety management policy.

Non-Harassment Policy

Kamilaroi Transport is committed to providing and maintaining a non- discriminatory workplace that is free of any form of harassment and to upholding national and local laws pertaining to harassment. Harassment will not be tolerated under any circumstances and it is expected that all Company workplace participants will adhere to this policy. Workplace

participants include managers, employees, clients, contractors labour hire agency casuals and people on work and industrial experience.

At Kamilaroi Transport we value the diversity of our workforce and respect the differences between employees, recognising that each person has individual talents and skills to bring to their job. We believe that all workplace participants are entitled to operate in an environment in which they can enjoy their work and their relationship with their colleagues, free from unwanted harassment of any kind.

Harassment is defined as any behaviour that is unwelcome and is based on a person's sex, pregnancy, marital status, race, disability, age or sexuality. Harassment will usually be repeated behaviour, but can also consist of a single act that has the effect of offending, humiliating or intimidating the person at whom it is directed.

Employee induction programs are to include details on what constitutes harassment in the workplace and the processes available to employees and managers for reporting and investigating harassment. Any Kamilaroi Transport manager, supervisor or other employee found responsible for harassing another workplace participant will be subject to appropriate disciplinary action, up to and including termination of employment.

Managers and supervisors are responsible for ensuring that harassment does not occur in the workplace. Any work participant who feels as though they have been subjected to harassment of any kind should advise their supervisor, manager or other nominated company officer immediately so that a confidential unbiased investigation can be conducted to establish the claim. Kamilaroi Transport will not tolerate or permit retaliation by any manager, supervisor or employee against anyone who has made a bona fide complaint.

Personal Protective Equipment Policy

Kamilaroi Transport is committed to the elimination of workplace hazards and through the hierarchy of control we will work towards minimizing hazards in the workplace. However, there are going to be times when certain hazards because of their nature cannot be totally eliminated in the workplace.

Occupational Health and Safety Act and Regulations clearly define the employer's responsibility to protect all employees from exposure to health hazards whilst at work with our duty of care in mind. One of the methods to reduce potential risk is the supply and use of personal protective equipment.

The items listed below is the minimum requirement for all employees, contractors and visitors whilst in or on a Kamilaroi Transport workplace or any of its customers site.

Any or all of the items below may be required. Check with your supervisor to see what PPE is required for your area:

- Steel Cap Safety Footwear
- Hard Hat/ Helmets
- Disposable Food Gloves
- Hearing Protection

- Eye Protection
- Protective clothing i.e. Long pants. Hat, hair net, apron, gloves, and long sleeved shirt.

All employees/ contractors and visitors to Kamilaroi Transport sites will at all times wear the supplied Protective Equipment in accordance with the manufactures specifications or directions and as directed by Kamilaroi Transport staff. Failure to do this is a breach of the Kamilaroi Transport Health and Safety policy.

Privacy Policy

Kamilaroi Transport recognises and respects the privacy of individuals and the importance of protecting the personal information of its employees.

Kamilaroi Transport is bound by relevant National Privacy Principles which regulate the handing of personal information in summary, these principles describe “personal information” as information (or an opinion) relating to an individual that can be used to identify that individual.

Kamilaroi Transport will ensure that personal information about employees or potential employees is managed in accordance with the requirements of these Principles. This includes:

- Advising why we are collecting the information
- Advising for what purpose the information will be used
- Ensuring that the disclosure of such information is in accordance with an individual’s consent
- Ensuring the security of information held
- Ensuring that individuals have access to their own information
- Ensuring wherever possible and practicable the anonymity of an individual is maintained
- Ensuring that privacy issues or complaints will be handled and investigated thoroughly and confidentially

Sometimes it will be necessary to collect “sensitive information” about an individual. This information may be related to an individual’s health, gender, or criminal record. If this information is provided to Sun City Security, it will be used and disclosed only for the purpose for which it was provided or another directly related purpose, unless the individual otherwise agrees or unless use or disclosure of the information is allowed by law.

The General Manager of Human Resources is the nominated company officer delegated to handle issues arising from this policy.

All Kamilaroi Transport business systems shall conform to the requirements of this policy.

Quality Policy

Kamilaroi Transport Pty Ltd is engaged in the security industry, servicing the civil engineering and mining industry.

Our vision is to be regarded as an industry leader in the security industry. We believe this can be achieved by focusing on our **primary business goals:**

- Clients are totally satisfied with our service and performance.
- Relevant statutory obligations are observed and fulfilled.
- The expectations of our shareholder are achieved.
- Employees are motivated and perform to their full potential.

Primary Objectives Quality:

- Develop long-term relationship with our clients and respond to their requirements and expectations.
- Maintain knowledge of applicable legislation and regulations, standards, techniques, and equipment.
- Employ competent personnel and provide them with appropriate supervision, training, work, environment, information systems and resources.
- Maintain safe, reliable and efficient plant and equipment.
- Maintain documented procedures and standards for the control of management, administrative and required work processes.
- Implement project risk assessment and planning processes that identify the management controls, resources and work methods for effective engagement execution.
- Undertake appropriate surveillance of work activities in order to verify compliance and to monitor performance.
- Establish, measure and review business objectives, key performance indicators and targets for the continued improvement of our strategies.

Smoking in the Workplace Policy

Kamilaroi Transport believes that a company needs to commit to the eventual elimination of all hazards in the workplace and acknowledges it's responsible to provide a safe working environmental for all its employees. Occupational Health and Safety Act and Regulations clearly define the employer's responsibility to protect all employees from exposure to health hazard whilst at work.

The smoking of cigarettes and other tobacco substances is a proven health hazard and therefore not permitted in any Kamilaroi Transport vehicles, or any building, plant, or any other part of the workplace unless there is a designed smoking area allocated.

Kamilaroi Transport recognises that employees have a choice about whether or not they smoke tobacco.

Non-smoking employees have a right to not be exposed to cigarette smoke in the workplace, just as smoking employees have right to smoke while not at work.

To safeguard the rights of all employees, Kamilaroi Transport prohibits smoking in all company buildings, whether air-conditioned or not; in all company owned and operated vehicles, including hired and light vehicles, where driven on business or privately; and in any location where cigarette smoke could offer offence or discomfort to non-smokers.

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Kamilaroi Transport understands the difficulty in giving up smoking and all Kamilaroi Transport management will actively support any attempt to quit smoking. All assistance that can be encouraged, and any education literature and support mechanisms that can be brought to process will be looked at.

Compliance with this smoking policy is mandatory for all employees' contractors and visitors of Kamilaroi Transport. Any violation of the policy will result in disciplinary action.

Training Policy

Kamilaroi Transport believes that a company's greatest asset lies with its employees and also believes that a well trained and experienced workforce is crucial to the achievement of all its organisational goals.

All training practices and procedures should support individual employees to achieve these goals. In this way Kamilaroi Transport sees training as both an investment in individuals and a benefit to the company.

Kamilaroi Transport will structure its training programs to meet the following objectives:

- To meet the company's goals and objectives
- To meet statutory requirements
- To increase individual employees level of job satisfaction and support their personal career objectives and aspirations

Kamilaroi Transport has an aim to provide opportunities for development of its employees through the provision of training; at the same time improving job satisfaction Kamilaroi Transport has a belief that the company can and will benefit from a well-trained, enthusiastic and efficient staff, who by improving their skills and knowledge is also progressing forward in their role.

It is in all areas of its business Kamilaroi Transport views the continued need to supply its training to the highest level and where possible to Nationally Accredited Standards.