

# Mental Health & Wellbeing Commitment

## RGF Staffing APEJ Group Policy Document

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### Purpose

This policy describes how RGF Staffing APEJ will promote and support the mental health and wellbeing of all employees through integrated workplace practices while encouraging employees to take responsibility for their own mental health and wellbeing.

RGF Staffing APEJ believes that the mental health and wellbeing of our employees is key to organisational success and sustainability and offers all employees the services of an Employee Assistance Program.

### Objectives and Scope

- to maintain a workplace environment and culture that supports mental health and wellbeing
- to increase employee knowledge and awareness of mental health and wellbeing issues and behaviours
- to reduce stigma around mental health problems in the workplace
- to encourage employees' active participation in a range of initiatives that support mental health and wellbeing
- This policy applies to all employees of RGF Staffing APEJ.

### Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- support fellow employees in their awareness of this policy
- support and contribute to RGF Staffing APEJ's aim of creating and providing a healthy and happy workplace

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the mental health, wellbeing and safety of other people in the workplace

Managers have a responsibility to:

- encourage employees who are experiencing mental health or wellbeing issues to seek advice from a mental health professional
- actively support and contribute to the implementation of this policy and its objectives

## Communication

RGF Staffing APEJ will ensure that:

- this policy is easily accessible by all employees of the organisation
- employees are informed when a activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy



Peter Acheson  
Chief Executive Officer

March 2021

# Environmental Commitment

## RGF Staffing APEJ Group Policy Document

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RGF Staffing APEJ is committed to improving our environmental performance and reducing organisational contribution to climate change and environmental degradation.

We will achieve this by:

- Complying with all applicable legal and other environmental requirements
- Reducing or offsetting our greenhouse gas emissions
- Implementing waste minimisation initiatives throughout our organisation
- Minimising our water usage
- Promoting efficient transport solutions for staff commuting to work and implementing initiatives that reduce our air transport impacts
- Engaging our staff, casual on-hire employees, clients, suppliers, contractors and interested third parties by encouraging participation in environmental sustainability
- Reducing our carbon footprint
- Developing a sustainable procurement policy

This policy is applicable to all RGF Staffing APEJ employees. Our activities will be based on the principle of continuous improvement and where environmental impacts cannot be avoided, we will mitigate them.



Peter Acheson  
Chief Executive Officer

March 2021

# Health & Safety Commitment

## RGF Staffing APEJ Group Policy Document

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RGF Staffing APEJ believes that safety starts with the individual and all employees can make a difference and reduce harm.

RGF Staffing APEJ supports its people to achieve this vision by making the following commitments to provide a safe and healthy workplace and prevent injury or ill health:

- Ensuring safety is integrated into business process and decision making at all levels
- Regarding compliance with work health and safety legislation as the minimum standard while continuing to improve our safety management systems
- Implementing a risk management approach to identify, assess, eliminate or control hazards
- Setting and reviewing measurable objectives and targets for individuals and teams relative to our business operations
- Recognising employees who demonstrate safety leadership
- Ensuring all employees receive relevant and current safety training and are held accountable for serious breaches of process or repeated unsafe behaviour
- Exploring new initiatives to support employee physical and psychological wellbeing
- Executive promotion of employee safety as both a moral commitment and key element of profitability and sustainability
- Controlling conflicting business priorities that may have an adverse impact on the safety and wellbeing of our employees
- Ensuring consultation with all workers, their representatives and clients; sharing expertise and knowledge for the benefit of all



Peter Acheson  
Chief Executive Officer

March 2021

# Injury Management Commitment

## RGF Staffing APEJ Group Policy Document

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RGF Staffing APEJ believes that all employees are entitled to effective rehabilitation and support in the event of an injury or illness. Employee care is our priority and we believe our approach provides employees with the best opportunity to achieve a full and sustained recovery.


RGF makes the following commitments to our employees:

- Provide a safe and healthy workplace
- Promote early incident and injury reporting
- Provide an immediate injury response to facilitate access to quality medical care and to coordinate an early and safe return to work
- Injury coordination, monitoring and support by qualified injury management coordinators
- Ensure employees are not disadvantaged by promoting a positive approach to injury management across the business and encouraging participation in return to work planning
- Go beyond compliance and seek best practice injury management outcomes
- Develop and provide access to procedures that support our injury management program.



Peter Acheson  
Chief Executive Officer

March 2022

	<b>Code of Conduct</b>	<b>People &amp; Culture</b>
	Version 4.0	10 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>All brands within the RGF Staffing APEJ Group</li> </ul>	
<b>Contact person:</b>	<ul style="list-style-type: none"> <li>Mark Graham – Chief People Officer</li> </ul>	
<b>Policy owner:</b>	People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>RG.00.10 Recruit Group Code of Ethics</li> <li>RG.05.10. Recruit Group Compliance Policy</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
11 April 2022	11 April 2022	Re-branded
<b>Approved by:</b>		<b>Approved on:</b>
Peter Acheson - CEO		08/04/2022
<b>Group Policy compliance</b> Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.		

## I. MESSAGE FROM THE CEO

All This Code of Conduct represents our commitment to behave ethically in our work and business practices, complying with legal obligations and upholding our organisational values.

In simple terms, it is about doing the right thing at all times including when doing the right thing is challenging. If you are not sure it's right- then you must carefully evaluate the options and consequences and this Code helps you do that.

Our Code of Conduct enables us to base all the individual decisions we each make everyday on a shared understanding – regardless of the role we hold or the place we work.

The Code sets out the minimum standards of behaviour and conduct expected from each of us, whenever we represent a Chandler Macleod Business.

My expectation of each of you is that you will understand this Code and apply it in your interactions each day and speak up if you see any behaviour or activity that you feel may breach our Code.

I am confident, if we do this that we will continue to protect and enhance the reputation and success of the Chandler Macleod Group.

Core Principles are our universal beliefs, informing our actions and decisions, as we work together to deliver fair value for our stakeholders.



**Peter Acheson**  
Chief Executive Officer

## II. OUR CORE PRINCIPLES

Our Core Principles are the shared values that underpin our Code of Conduct:



Uphold our principles with trust and integrity



Treat others with respect and consider the impact of our behaviour



Recognise potential in people and provide opportunity to unleash it



Honour commitments, drive outcomes and pursue continuous improvement

## IV. APPLICATION

The Code of Conduct (‘the Code’) applies to all "Our People", meaning:

“**employees**” includes all people who are employed by RGF Staffing APEJ, Chandler Macleod, AHS, Aurion, Vivir, our International businesses or any of our associated entities, and who are employed to do work directly for any of our brands (including Executive and Non-Executive Directors) or the Company’s clients;

“**independent contractors**” or representatives of independent contractors who are performing work for the Company pursuant to a contract. Independent contractors may be engaged to do work directly for the Company or for the Company’s clients; and

“**volunteers**” includes people who do work directly for RGF Staffing APEJ, Chandler Macleod, AHS, Aurion, Vivir, our International businesses or any of our associated entities or on our premises but who are not employees and are not independent contractors (or representatives of independent contractors). For example, this would include work experience students and exchange workers.



## V. WHEN DOES THE CODE APPLY

While working or attending work events (including work-related travel); and outside of work time where your conduct may have an impact on the Company, your colleagues or the workplace.

## VI. QUCIK TEST

Our Code of Conduct is a key business document, we expect each person to use the Code and check their actions remain consistent with our shared expectations.

To ensure your behaviour is in line with the Code, ask yourself these questions:



Could my actions directly, or indirectly, endanger someone or cause harm or injury?



Is it lawful and consistent with our policies and procedures?



What would I tell my partner, parent or child about the situation?



If the story appeared in the paper or in social media, would I regret the decision?

## VIII. BE SAFE

We want all our people to get home safely, every day. If we think and act in safe manner, we are less likely to injure ourselves or others. Putting yourself or others at risk is never OK. We are all responsible for creating and maintaining a physically and psychologically safe place to work.

### TEST YOURSELF:



*Have I made sure I am working safely today?*



*Have I helped my colleagues stay safe today?*

### WHAT MUST I DO?

- Always ensure the safety of yourself and your colleagues
- Complete any site inductions and read the client or site's policy and procedures
- Always check you know how to do the task, including completing training and following safe work instructions
- Never break a safety rule to get the job done
- Check you know the emergency procedures for any site you attend
- Understand the first aid procedures for the site you work at
- Quickly report risks or incidents
- Do not let a colleague complete a task or job unsafely
- Wear PPE when required
- Always be fit for duty when you are at work
- Understand what to do if you have an injury
- Never refuse a drug and alcohol test
- Read the Occupational Health and Safety Policy, the Drug and Alcohol Policy to refresh your understanding

### WHERE TO GO FOR HELP?

- Your manager or supervisor
- Your Safety Representative
- Safety intranet page or Handbook or online training

## VIII. BE A TEAM PLAYER

With a workforce of over 20,000 employees, we each have a role to play to build the success of our team. A winning team is good for Our People, clients and shareholders.

### TEST YOURSELF:



*What can I do to make us a winning team?*



*Am I doing my part?*

### WHAT MUST I DO?

- Meet your commitment to perform the job to the best of your ability
- Understand your job description, performance or KPI documents that define performance expectations
- Listen to all lawful and reasonable management directions issued by the Company or our client
- Understand how and when you may take annual, personal or parental leave under your leave policy
- Always advise your manager of your non-attendance or lateness at work
- **Step Up and Own** your performance and conduct
- Actively participate in feedback or performance discussions
- Talk to your manager or supervisor if you can't complete the job to the standard or in the timeframe
- Find ways to **Empower your team**, business unit or client workplace to create a winning team

### WHERE TO GO FOR HELP?

- Your manager or supervisor
- Your position description or conditions of assignment
- Our Leave Policy
- The employee handbook or online training materials

## IX. BE LAWFUL & ETHICAL

We have a responsibility to ensure our conduct is lawful. This is not negotiable. Keeping to our Core Principles can be hard sometimes; it's up to each of us to call out if something isn't right. If you are aware of an issue or you are concerned, you should stop and speak to a manager.

### TEST YOURSELF:



***Does this feel wrong – if yes, it probably is!***



***Does something feel not quite right?***

### WHAT MUST I DO?

Treat the Company's resources with respect

- Complete timesheets yourself for work performed and check them for accuracy
- Follow the approved procurement process for purchases
- Always ensure your actions stay within your delegated authority
- Never engage in conduct that may be, or perceived to be fraudulent
- Think before accepting a gift or favour- what does the other person expect?
- Never accept cash, kickback or bribe- if it's offered you need to tell a manager immediately

Understand why we have rules and laws, and know why they are important in your role

- Always comply with your visa conditions, and tell us if they change
- Understand what anti-competitive behaviour is and ensure you never cross the line
- Assess the person or company you are considering doing business with- ensure they are legitimate and ethical
- Never engage in business with organised crime syndicates or other unlawful associations. Ask questions about connections

Understand how we Respect one another in the workplace

- Understand your role in keeping the workplace free from unlawful discrimination, sexual harassment and bullying
- Know that you can talk to your manager, or People & Culture if you have concerns
- Understand how our complaint and grievance process works
- Understand what the Whistleblower Hotline is and when to use it

## WHERE TO GO FOR HELP?

- Your manager
- Whistleblower Hotline
- Anti-Corruption Policy
- Fraud Reporting Guidelines
- Workplace Diversity Policy
- Anti-Bullying policy
- Complaints and Grievances policy
- Purchasing Procedure

## X. BE PROTECTIVE OF OUR REPUTATION

We have built a solid reputation over 57 years, with the contribution and conduct of our people.

To ensure that we remain a strong business for many years to come, it is vital we maintain our reputation with our clients and with the broader community.

Reputation is fragile and can be damaged quickly by poor decision making. Make sure your actions enhance your own and the Company's reputation

### TEST YOURSELF:



*If this was in the media, would I regret my actions?*

### WHAT MUST I DO?

- Understand what personal and confidential information is
- and how it must be protected at work
- Never share personal or confidential information with people outside the organisation, even your friends or family
- Ask our Privacy Officer if you need help with requests for information from external parties before supplying information
- Understand where your own interests and those of the Company could conflict and don't cross this line (or give the impression you have crossed the line)
- Use social media responsibly, think before you post
- Tell us about any negative opinion about the Company or client
- Never suggest that your opinion in a public forum, including social media, is the Company or client's opinion
- Always ensure your actions stay within your delegated authority
- Obtain approval before discussing Company or client information outside the workplace
- Never discuss commercially sensitive information unless authorised
- Never make any comment to the media unless you have approval from the CEO
- Get approval before considering any sponsorship of events
- Tell us about any information that may cause reputational damage

## WHERE TO GO FOR HELP?

- Your manager
- Privacy Policy
- Anti-Corruption Policy
- IT Facilities, Systems and Social Media Use Policy
- Media Policy
- Delegated Authority Policy

## XI. BREACHES OF OUR CODE

We take compliance with our Code seriously, all Our People must comply with this Code, our Core Principles and all related Policies referred to in this document.

Any non-compliance may result in disciplinary action up to and including termination of employment or engagement. Where a breach constitutes unlawful conduct, legal action or criminal prosecution may also occur.

If you suspect someone is in breach of this Code or a Company policy, you have a responsibility to say something:

### STEP 1

If you feel comfortable, tell the person that you think their conduct is inconsistent with our Code. Ask them to explain and see if you understand their thinking. If that doesn't work follow step 2.

### STEP 2

If the issue is serious, the person doesn't listen to you or you feel uncomfortable about approaching the person tell your supervisor, manager or a People and Culture representative.

People & Culture can help you address or investigate the issue further. Our Complaints & Grievances Policy provides more information.

Alternatively, and if appropriate, you may raise your concern in accordance with the Whistleblower Policy.


## XII. REVIEW & ADMINISTRATION

This Code is administered by our People & Culture and Legal functions and reviewed at least every three (3) years or more frequently should the need arise.

## XIII. DOCUMENT CONTROL

Version	Author	Changes	Date	Approver	Date Valid
V1.0	People and Culture	Create new			
V2.0	Chief of People & EGM Legal	General updates	Sept 2017	EGM Legal	Sept 2017
V3.0	Chief of People & EGM Legal	Blend Peoplebank	July 2018	EGM Legal	July 2018
V4.0	Risk & Compliance Manager	Updated branding	April 2022		



	<b>Complaints &amp; Grievances Policy</b>	<b>People &amp; Culture</b>
	Version 2.1	<7 pages>
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>All internal and external employees, independent contractors, volunteers such as work experience students and others working at RGF Staffing APEJ (RGF) sites</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Anti-Bullying Policy</li> <li>Discipline &amp; Misconduct Policy</li> <li>Workplace Diversity Policy</li> </ul>		<ul style="list-style-type: none"> <li>Health &amp; Safety Commitment Statement</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-06-2019	14-04-2022	Format change to RGF template, and consequent minor amendments
<b>Approved by:</b>		<b>Approved on:</b>
Chief People Officer and Chief Legal & Risk Officer		June 2019
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

## 0. TABLE OF CONTENTS

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## I. PURPOSE OF THE POLICY

*The objective of this policy is to establish responsibilities and expectations in the making and handling of complaints and grievances.*

## II. SCOPE OF THE POLICY

*This policy covers RGF People, meaning:*

- **Employees** who are employed to do work directly for RGF at RGF sites;
- **Employees** who are employed to work directly for RGF's clients;
- **independent contractors** (or representatives of independent contractors) who are engaged to provide services directly to RGF; and
- **volunteers or other site based people** such as work experience students, exchange workers and employees of our clients who work from RGF sites.

## III. COMPULSORY ITEMS

*This policy applies to all people working for RGF Staffing APEJ as defined above.*

## IV. GOLDEN RULES

- *RGF believes in creating a positive and respectful working environment.*
- *From time to time there may be disagreements in the workplace and it is critical that these issues are approached in a constructive manner.*
- *Use this policy to help you make a complaint in relation to discrimination, harassment, bullying or victimisation.*

## V. GLOSSARY

*<Provide definitions of key terms and abbreviations used throughout this Policy.>*

Official term	Explanation
...	- ...

## Introduction

RGF believes in creating a positive and respectful working environment for all RGF People. This philosophy is reflected in our values and our Code of Conduct, and our other policies.

From time to time there may be disagreements in the workplace. This policy sets out how we can assist you to resolve these issues in a constructive manner. This may include escalating issues and/or making a formal complaint or grievance.

## Expectations and Responsibilities

At work, you can expect in accordance with this policy and RGF's Workplace Diversity and Anti- Bullying policies to:

- be treated with dignity and respect, and not be subjected to harassment, discrimination or bullying
- make a complaint and be heard
- have your complaint dealt with in a manner that is timely, sensitive and fair
- not be subjected to victimisation or retaliation if you make a complaint

At work, you have the responsibility to:

- treat all others with dignity and respect, including all other employees, independent contractors, clients, suppliers and visitors
- comply fully with RGF's policies about appropriate workplace behaviour
- make complaints only in good faith
- take all reasonably practicable steps to care for your own health, safety and welfare and that of others
- not spread rumours or gossip about a person
- maintain confidentiality of the complaints and grievances process

At your RGF workplace, your manager along with your RGF consultant, if you are based at a client site, must do their best to;

- take all reasonably practicable steps to protect the health, safety and welfare of employees and other people in the workplace
- lead by example and model appropriate workplace behaviour
- respond promptly to any incidents of behaviour outside of RGF's values or Code of Conduct and related policies
- treat all complaints seriously and confidentially
- offer support to all parties – e.g. offer access to the Employee Assistance Program
- seek assistance from People & Culture in dealing with complaints as appropriate

While we will consider how the person making the complaint would like it to be dealt with, RGF has an obligation to properly investigate complaints and grievances, and to deal with them appropriately in the circumstances, which may mean that your complaint is dealt with differently to how you would prefer.

## Making a Complaint or Raising a Grievance

Please follow the steps below for resolving complaints and grievances relating to work or the work environment. This includes issues relating to unfair treatment, discrimination, harassment, bullying or any other inappropriate behaviour or workplace issue.

### Step One

**Ask the person to Stop** Try to resolve the issue directly by meeting with that person and discussing the complaint or grievance as soon as possible. Wherever possible, directly inform the other person that you feel their behaviour is inappropriate, explain why their conduct was unfair or inappropriate and request that it stop.

In some situations, the behaviour or issue may have arisen without the person concerned realising what they have done. Discussing the issue directly with the person gives them an opportunity to stop or change what they have been doing.

If this does not resolve the matter or you do not feel comfortable approaching the person directly, then go to **Step Two**.

### Step Two

Tell RGF about the issue. If you work in RGF locations, you should inform your manager as soon as possible. If you work on RGF client sites, you should inform your RGF consultant as soon as possible. You should inform your manager as soon as possible. You and your manager/consultant should discuss ways to resolve the issue.

If you do not feel comfortable dealing with the issue directly with your manager (for example if the complaint directly involves your manager) then your next level of manager may be able to assist (see Step Three).

### Step Three

Speak to your next in line manager (your manager's manager or your RGF consultant's manager) or a more senior manager or to People & Culture.

You can use the Complaints/Grievances Form to record details of your complaint. You may be asked to put your complaint in writing or to complete this form if you have not done so already, to assist RGF in understanding your complaint.

When making a complaint, you will need to provide relevant facts. Details provided should answer the questions: Who? What? When? Where? How? Why?

Where possible, you should also identify anything you have done to try to resolve the issue and/or how you believe the issue could or should be resolved.

If you do not feel comfortable talking to your next in line manager then please contact People & Culture. There may also be some cases where People & Culture will handle the complaint rather than the next in line manager. See Serious Complaints below.

### **Support Persons**

Any employee involved in the Complaints & Grievances steps, as outlined above, will be given a reasonable opportunity to have a support person of their choice present during any discussion.

Where you wish to have a support person present, you should ensure that you advise the proposed support person's name and role to any other participants before the discussion.

### **Serious Complaints**

In some circumstances, complaints may be made of a serious nature that, if substantiated, may lead to disciplinary action being taken against another person. Such complaints may involve a breach of RGF's policies and/or the Code of Conduct & Values.

Where such serious complaints are raised, an investigation into the alleged inappropriate behaviour may be conducted by the relevant manager and/or People & Culture team member.

All complaints will be treated seriously and will be kept confidential to the extent practical in order to investigate and take appropriate action and to the extent permitted by law.

For very serious or systemic issues, you may choose to invoke the Whistleblower Protections (refer to RGF's Whistleblower Policy).

### **Can I make an anonymous complaint?**

Complaints may be made anonymously. However, making an anonymous complaint may limit our ability to investigate or deal with the matter or to communicate with you about RGF's response.


Making an anonymous complaint means lodging a complaint without you disclosing your identity to anyone (including not disclosing your identity to the person receiving the complaint). To make an anonymous complaint, you should refer a written complaint to the appropriate person without disclosing your name or contact details.

If you do disclose your identity at any point during the process, the complaint will no longer be anonymous.

### **Employee Assistance Program**

RGF can provide you with access to an Employee Assistance Program (EAP) which offers confidential support from external counsellors. For more information about accessing EAP, contact:

- your direct manager or People & Culture; or
- your RGF consultant (if you are working on a client site)

	<b>Drug &amp; Alcohol Policy</b>	<b>People &amp; Culture</b>
	Version 1.1	14 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>All Staff</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li></li> </ul>		<ul style="list-style-type: none"> <li>Discipline &amp; Misconduct Policy</li> <li>Occupational Health &amp; Safety Policy</li> <li>Workplace Diversity Policy</li> <li>Fatigue Management Procedure</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-06-2018	21-04-2022	Format change to RGF branding
<b>Approved by:</b>		<b>Approved on:</b>
Chief People Officer and Chief Legal & Risk Officer		01-06-2018
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		



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## I. PURPOSE OF THE POLICY

*Ensuring the safety of Our People is a priority for all businesses at RGF Staffing APEJ (RGF).. Inappropriate use of drugs or alcohol in the workplace has the potential to cause injury to RGF People and others (including damage to physical and mental health).*

*Accordingly, this Policy sets out the mutual responsibility that the Company and RGF People have to ensure the safety of our colleagues and team mates in any location or site, in accordance with our Occupational Health & Safety (OH&S) obligations.*

## II. SCOPE OF THE POLICY

*This Policy applies to all employees of, and third parties acting for or on behalf of RGF, including Entities over which RGF has control or which are trading under the name of RGF.*

*As well as complying with this Policy, RGF People who are working on client premises must also comply with any site-specific drug or alcohol policy implemented by the client or at the place where they are working.*

## III. COMPULSORY ITEMS

*This policy applies to all RGF employees.*

## IV. GOLDEN RULES

*All RGF People are required to be fit for work when on duty.*

## V. GLOSSARY

Official term	Explanation
Prohibited drug	Any drug which is prohibited or controlled by legislation.

## 1. Interaction with Client Policies

As well as complying with this Policy, RGF People who are working on client premises must also comply with any site-specific drug or alcohol policy implemented by the client or at the place where they are working.

**Please be aware that many of RGF's clients have their own drug & alcohol policy, which RGF People will be made aware of as part of their site induction, and will be required to comply with.**

If a RGF Person in this situation has any doubt about how to comply with both policies, or if the policies are inconsistent, the RGF Person should contact their manager or supervisor for clarification as soon as possible. In the interim, the RGF Person should refrain from any conduct which is likely to breach either of the policies.

## 2. Fitness for work

All RGF People are required to be **fit for work** when on duty.

### Your obligations:

- Not being under the influence of alcohol. This means either maintaining a NIL blood alcohol where a client requires this or in all other circumstances less than 0.02mmol- (meaning a single or standard unit of alcohol such as a middy of beer, small glass of wine);
- Not being under the influence of any drugs (whether illicit or lawful) or medications, that may adversely impact your ability to perform work safely;
- Where operating machinery or vehicles, fully disclosed any alcohol, drugs or medication consumed within the nominated period, in the event that they may impact your ability to work safely;
- Undertake a drug test or medical examination if asked by a Company representative, or a client representative if you are working on-site; and
- Ring your RGF Consultant immediately if you undertake a drug test on site and it returns a non-negative result.

Your safety and that of your colleagues is too great to risk- **When in doubt disclose any issues that you suspect may prevent you from being fit to work.**

Where a RGF person is unfit while on duty without reasonable excuse and no extenuating circumstances exist; a disciplinary process is likely to result in recommending termination of employment or engagement.

### Our Obligations:

Where a manager or client supervisor on behalf of the Company, suspects that a RGF Person may be unfit to perform their duties, it is the manager's responsibility to assess the risk and take appropriate action, in line with the Company's WHS systems.

Where the Company is satisfied or reasonably suspects that a RGF Person is unfit for normal duties:

- the RGF Person will not be allowed to undertake normal duties until they are deemed fit to do so;
- The RGF person may need to arrange alternative transport home if they cannot use or operate a vehicle;
- the RGF Person is to comply with any direction to undertake suitable modified or alternative duties;
- The RGF person may be unable to return to the current assignment or work at a particular client site (either for a period of time or indefinitely); and/or
- the person may be stood down on leave without pay for the duration of the period where the employee remains unfit and/or while any disciplinary process is underway.

Refer to the Occupational Health & Safety Policy, Fatigue Management Procedure and Discipline & Misconduct Policy for further information.

### 3. Prohibited drugs

For the purposes of this policy, “**Prohibited Drug**” means any drug which is prohibited or controlled by legislation.

#### **Your obligation:**

You must not unlawfully use, possess, manufacture or distribute any Prohibited Drug whilst at work, in the workplace, using work resources including using RGF IT Facilities or at any other time in which you are representing the Company. This includes, but is not limited to, being under the influence of a Prohibited Drug during work time or in the workplace.

Any RGF Person who breaches this provision may be subject to disciplinary action, up to and including termination of employment or engagement. Further the Company may also report the conduct to the relevant authorities (e.g. Police).

### 4. Prescription / legal medication

Drugs including prescription, synthetic and legal, non-prescription drugs may affect fitness for work including, for example, pain relievers, sleeping pills, tranquillizers, cough medicine, anti-depressant medications, anti-nauseas anti-histamines, etc.

#### **Your obligations:**

- Investigate the side effects of any medication they are taking, or propose to take;
- Discuss any medication with health practitioner and explain your role and where you work to check if there is any impact to your fitness for work; and

- Notify us (and your site supervisor) where there is a possible impact and help us to understand this risk.

### **Our Obligations:**

The information will be treated confidentially, meaning that only Company representatives such as the relevant manager/, OHS representatives or People and Culture representatives, may be notified for the purpose of assisting in determining any risk and any appropriate precautions.

If you attend a client worksite we may need to discuss with you making this information available to limited Client representatives for you to continue your assignment at that site.

## **5. Work related functions**

During normal work hours, alcohol should not be consumed. However, there may be times when it is permitted for RGF People to consume alcohol during their work or during associated activities, should they choose to do so. For example, a RGF Person may from time to time participate in:

- work related functions during which alcohol is served;
- occasional celebrations during work hours;
- client development or networking activities (e.g. client lunches) where some alcohol consumption would be usual.

Whether it is appropriate to drink at these functions will depend on a range of factors. If you don't have express approval for consuming alcohol at a RGF workplace or client site- then don't.

At RGF sites, ultimately the Unit Manager will confirm their express approval for events where alcohol may be provided and/or consumed within each business.

It is not the intention of the Company to encourage or require any person to consume alcohol in circumstances where they would not otherwise do so. All RGF People should respect the decision of co-workers to refrain from drinking alcohol at work related events.

### **Your obligation at work related events:**

Where alcohol is consumed during work related activities (including outside work hours), RGF People are to conduct themselves responsibly and appropriately. This includes:

- not becoming intoxicated to a level where the RGF Person is not in reasonable control of their actions;
- not engaging in conduct which could adversely impact the reputation of the Company or those associated with it, or to damage the Company's relationships with other parties (including clients);
- not encouraging another person to engage in Prohibited Drug use or irresponsible use of alcohol;
- not engaging in or encouraging any violent or intimidating behaviour, or other behaviour which would breach the Company's Workplace Diversity Policy or Anti Bullying Policies.

Refer to the Workplace Diversity Policy for further information.

## 6. Looking after each other

If you suspect that a colleague or a visitor is adversely affected by alcohol, medication or a Prohibited Drug, you must immediately notify their manager or a senior manager. The manager will take appropriate action immediately. This may, for example, include putting an individual into a taxi to get them to their home location or a safe place.

Any person who is hosting guests at a RGF sponsored function should ensure that, prior to the event, individuals invited to the event are reminded that they must act responsibly and professionally at the event. The person hosting the guests should also:

- refer to this Drug and Alcohol Policy and emphasise the importance of complying with this policy; and
- explain that excessive alcohol consumption is unacceptable (if alcohol is to be provided at the event).

## 7. Drink and Drug driving

Engaging in operation of a vehicle while under the influence of drugs or alcohol is a criminal offence in all states and territories. The impact to yourself or other road users could be severe including serious injury or death.

### Your obligation

Where a RGF Person is under the influence of any lawful or unlawful drug that impairs their ability to drive or operate a vehicle safely; **OR**

where their blood alcohol concentration exceeds the legal limit appropriate for the vehicle and license.

They may not:

- drive a work vehicle;
- drive or operate a vehicle as part of their duties; or
- drive a vehicle on a trip to or from work (including to or from a work-related function),

We recommend that you don't drink any alcohol if you plan to drive. Alcohol affects different people in different ways and attempting to guess your blood alcohol concentration is difficult and inaccurate.

### Our obligation

Where the Company holds a reasonable suspicion that a RGF Person is unfit to drive, the RGF Person may be directed to take an alternative form of transport to their next destination. Such directives relate to the health and safety of the RGF Person and others, and must be complied with.

Refer to the Occupational Health & Safety Policy for further information.

## 8. Drug & alcohol testing

### Testing Procedure

At its discretion, the Company reserves the right to conduct drug and/or alcohol testing to ensure that RGF People are fit for duty and ensure that the workplace remains safe. The information requested in the Custodian and Consent form attached to this policy is required for the purposes of testing in accordance with this Policy.

The Company reserves the right to conduct the following kinds of drug and/or alcohol testing:

- **voluntary testing** (i.e. where the RGF Person voluntarily submits to testing, prior to presenting for work or continuing work, because they suspect that they may not be fit for work);
- **random testing** (i.e. where the Company requires a RGF Person, or groups of RGF People, chosen at random, to submit to testing, as a means of monitoring general compliance with this policy);
- **suspicion testing** (i.e. where the Company requires a specific RGF Person to submit to testing because the Company suspects the RGF Person of breaching this or a client's policy and/or being unfit for work);
- **mandatory testing** (i.e. where the Company introduces a predetermined pattern of regular or scheduled testing – an example would include a system which requires testing to occur whenever a health and safety incident or “near miss” is reported. Another example would be where a client requires a RGF Person to undergo testing prior to working on their site).

Apart from voluntary testing, the Company may conduct any drug and/or alcohol testing **with or without advance notice** to RGF People.

### Your Obligations

- To undertake and comply with all testing requests as reasonably requested of you;
- To sign and complete the Custodian and Consent form annexed to this policy;
- To ensure that you do not tamper with or falsify any test sample;
- To never substitute samples with another person; and
- To aid, abet any of the above actions or attempt to disrupt the testing process in any way

If a RGF Person returns a non-negative result to a drug and/or alcohol test, the person will have the right to proceed with a confirmatory test.

### Inability to submit to testing

Any RGF Person who, because of any significant personal injury or incapacity, is reasonably unable to submit to drug and/or alcohol testing in accordance with this Policy, may be granted additional time to enable them to complete drug and/or alcohol testing.

## **Prescription drugs**

Any RGF Person who is taking a prescribed drug will not be in contravention of this Policy as a result of taking that drug in accordance with the prescription, provided that the RGF Person follows the steps outlined in section 5 of this Policy.

Where a RGF person returns a non negative outcome or engages in any breach of this section, this will be treated very seriously by the Company and may result in disciplinary action up to and including termination of employment or engagement. Should a RGF Person return such a result, the steps outlined in section 3 above may apply

## **Our Obligation:**

Any drug and/or alcohol testing undertaken by the Company will be conducted by appropriately trained or qualified persons in accordance with accepted procedural standards (including Australian Standards relating to testing methods and threshold standards, where available).

This may include the use of procedures such as mouth swab, blood, urine and breath testing.

## **Complaints about testing process**

Any complaint or objection by a RGF Person in relation to the procedural steps during the drug and/or alcohol testing should be put to the RGF Person's manager in writing before the end of the working day or shift during which the test was conducted.

## **Privacy and confidentiality**

Any information obtained as a result of a drug and/or alcohol test, and investigations in relation to such test results will be confidential, but may need to be disclosed to a client as a requirement of entry or proof of fitness for duties.

Any information obtained, collected, stored and kept in accordance with a drug and/or alcohol test will comply with the requirements of any Commonwealth, State or Territory privacy legislation.

## **Consultation**

The Company may consult with RGF People from time to time in relation to appropriate drug and/or alcohol testing procedures, including:

- methods used for testing;
- procedures for treating personal information sensitively and confidentially;
- threshold standards used to identify "positive" test results.



## 9. Consequences of breaching this Policy

Breaches of this policy:

- may result in disciplinary action being taken (which may result in termination of employment, or ending of the contract for an independent contractor or representative of an independent contractor);
- should be treated as incidents that may endanger health and safety, and reported in accordance with the Company's WH&S incident procedures; and
- may void the Company's obligations and/or any insurances, leaving RGF People liable for or exposed to any damages or losses they suffer arising from their breach.

Refer to the Discipline & Misconduct Policy and the Occupational Health & Safety Policy for further information.

## 10. Support

The Company acknowledges that alcohol and drug use can result in illness (including dependency). Accordingly, where a RGF Person is counselled or disciplined regarding drug or alcohol issue the manager may also refer him/her to appropriate counselling or support services.

Any RGF Person who is concerned or aware that they may suffer from a dependency or other medical condition related to drug or alcohol use is encouraged to seek assistance from the Company or from a suitable service provider.

The Company may approve leave (with pay for those so entitled, or without pay) or otherwise subsidise participation in suitable treatment programs, subject to the Company's approval and provided the employee participates fully and positively. The provision of such assistance (if any) is at the discretion of the Company and will be determined on a case by case basis.

RGF Provides an Employee Assistance Program (**EAP**) which offers confidential support from external counsellors. The Company may make EAP available to external employees on a case by case basis. For more information about accessing EAP, contact:

- your direct manager or supervisor;
- your People & Culture contact for your business; or
- your RGF Consultant (if you are placed on assignment at a client site).

## 11. Drug & Alcohol Test – Custodian and Consent Form

### STEP 1 – To be completed by a RGF Person undertaking a drug/alcohol test

<b>Surname:</b>		
<b>Given name:</b>		
<b>DOB:</b>		<b>M/F</b>
<b>Address:</b>		
<b>Identity of Worker verified by</b>	<input type="checkbox"/> Photo ID ID Type ID Number <input type="checkbox"/> Non Photo ID	
<b>Reason for test:</b>	<input type="checkbox"/> Random <input type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory <input type="checkbox"/> Suspicion <input type="checkbox"/> Re-test	
<p>Worker Certification/Consent/Declaration (To be completed by donor or parent/guardian)</p> <p><i>I consent to the testing of my urine and or/oral fluid and/or blood and/or sample of my breath by an external testing/laboratory facility selected by Chandler Macleod Group Limited. I certify that the sample accompanying this test is my own and has been provided to me by the individual authorised to take such samples. I certify that the sample was obtained in my presence. Also, I certify that for any samples taken from me that are to be sent for laboratory testing, the containers were appropriately sealed and the information provided on the labels is correct. Also, I certify that the information provided on this form is correct. I consent to the release of results obtained from testing of the samples, together with all relevant details on this form, to Chandler Macleod Group Limited and any client of Chandler Macleod Group Limited which requires the results as a requirement of entry or proof of fitness for duties.</i></p>		
<b>Medication / Drug Declaration:</b>		
I have taken the following <u>drugs OR medication OR prescribed medication/s</u> within the last seven (7) days:		
1.	Date & Time:	

2.	Date & Time:
3.	Date & Time:
<b>Name of Prescribing Doctor: (if applicable)</b>	Dr.
I certify that the above information is accurate (RGF Person or guardian to sign):	
<b>Signature and Date:</b>	

**STEP 2 – To be completed by testing personnel**

<i>I certify that the sample identified on this form is that provided to me by the RGF Person named on this form who has provided the declaration above, and I have analysed the sample.</i>	
<b>Collector Name:</b>	<b>Date of Collection:</b>
<b>Signature:</b>	<b>Time of Collection:</b>
<b>Comments:</b>	<b>Collection Site:</b>


**STEP 3 – To be completed by testing personnel**

<b>Test Conducted</b>	<input type="checkbox"/> Alcohol <input type="checkbox"/> Cannabinoids (THC) <input type="checkbox"/> Cocaine (COC) <input type="checkbox"/> Opiates (OPI) <input type="checkbox"/> Methamphetamine (MET) <input type="checkbox"/> Benzodiazepines (BZO)	<b>Other</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Test Results:</b>	Alcohol Reading – initial: Alcohol Reading – re-test (if required): Cannabinoids (THC) <input type="checkbox"/> Negative <input type="checkbox"/> Positive Cocaine (COC) <input type="checkbox"/> Negative <input type="checkbox"/> Positive Opiates (OPI) <input type="checkbox"/> Negative <input type="checkbox"/> Positive Methamphetamine (MET) <input type="checkbox"/> Negative <input type="checkbox"/> Positive Benzodiazepines (BZO) <input type="checkbox"/> Negative <input type="checkbox"/> Positive Other <input type="checkbox"/> Negative <input type="checkbox"/> Positive Other <input type="checkbox"/> Negative <input type="checkbox"/> Positive	
<b>Time:</b>		
<b>Provide Test Results:</b>	Is Confirmatory test required: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Note.** *This original document must accompany any specimen(s) dispatched for laboratory testing and be sealed inside the specimen bag.*

**Follow-up Action Required**

- None, this drug screen result was negative*
- Confirmatory tests required*

	<b>Anti-Bullying Policy</b>	<b>People &amp; Culture</b>
	Version 1.2	7 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>This policy applies to our employees; meaning all people who are employed by RGF Staffing APEJ or its associated entities, and who are employed to do work directly for RGF Staffing APEJ and associated entities, our International businesses (including Executive and Non-Executive Directors), or the Company's clients.</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Complaints &amp; Grievances Policy</li> <li>Discipline &amp; Misconduct Policy</li> </ul>		<ul style="list-style-type: none"> <li>Workplace Diversity Policy</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-12-2013	11-04-2022	Format change to RGF branding, with minor consequent amendments
<b>Approved by:</b>		<b>Approved on:</b>
Chief People Officer and Chief Legal & Risk Officer		01-12-2013
<b>Group Policy compliance</b> Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.		

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## PURPOSE OF THE POLICY

*RGF Staffing APEJ (RGF) is committed to promoting a safe and respectful working environment for all RGF People. This is reflected in RGF's Code of Conduct Policy. Bullying has no place in RGF's workplaces. This applies equally whether you are working at a client site or working at a RGF site.*

*This policy sets out the expectations and responsibilities of all RGF People with regards to bullying in the workplace.*

## SCOPE OF THE POLICY

*This policy applies to all **RGF People**, meaning:*

*Employees who are employed to do work directly for RGF at RGF sites;*

*Employees who are employed to work directly for RGF's clients;*

- **independent contractors** (or representatives of independent contractors) who are engaged to provide services directly to RGF; and
- **volunteers or other site based people work** experience students and exchange workers work experience students, exchange workers and employees of our clients who work from RGF sites.

*This policy applies at all times when RGF People are interacting with and/or representing RGF. This means this policy applies:*

- during work time;
- to work-related social functions;
- when you are interacting with clients, members of the public or suppliers,
- whilst on business related travel; and
- to other behaviour outside of work time which may have an adverse impact on RGF or the workplace (e.g., it could affect RGF's or a client's reputation, cause bad feelings or affect APbehaviour in the workplace).

## COMPULSORY ITEMS

*This policy applies to all RGF APEJ employees*

## IV. GOLDEN RULES

- RGF is committed to providing a safe work environment that is free from bullying
- At work, you can expect to be treated with dignity and respect and not be subjected to bullying
- Use this policy to understand what is considered bullying and what you should do if you see it occurring

- *Use the Complaints & Grievances Policy to resolve any bullying issues*

## V. GLOSSARY

Official term	Explanation
Bullying	Repeated unreasonable behaviour directed towards another person creating a risk to that other person's health and safety



## 1. Bullying

### What is bullying?

Bullying is repeated unreasonable behaviour directed towards another person creating a risk to that other person's health and safety. However, single incidents can also create a risk to someone's health or safety and therefore should not be ignored.

- Words or actions can be bullying. It can be carried out verbally, physically or in writing (e.g., emails or text messages, or use of social media forums such as Facebook).
- It can occur at all levels in a workplace. It can be carried out downwards (from managers to employees), sideways (between co-workers) and upwards (from employees to managers).
- It can be directed at more than one person. It can be carried out by more than one person.

Bullying in the workplace can have serious impacts on a person's health and safety, and can result in, for example, absenteeism, reduced productivity and loss of experienced and skilled staff through resignation. Bullying can also have significant social and health costs for individual staff and can affect all people at all levels of an organisation.

### Examples of bullying

A variety of behaviours and acts may constitute bullying. These may include:

- putting new employees through "initiation rituals";
- verbal abuse, shouting, name calling, belittling or other forms of demeaning or intimidating language or communication;
- threatening to take unjustified action against a person unless he/she complies with unreasonable requests;
- deliberately placing unreasonable work demands on people, such as overloading them with work, setting unreasonable timeframes or assigning meaningless tasks which are unrelated to the person's role;
- deliberately isolating an employee by refusing to talk to / interact with them;
- spreading rumours or innuendo about a person;
- interfering with or sabotaging another person's personal property or work equipment;
- violence, threats of violence or intimidation.

### What is not bullying?

Reasonable management actions carried out in a fair way are not bullying. Such management actions may include:

- setting performance goals, standards, and deadlines;
- allocating work to a person;
- rostering and allocating work hours;

- transferring a person to a role or position;
- deciding not to select a person for a promotion;
- performance management processes;
- providing constructive feedback;
- informing a person about inappropriate behaviour

Conflict between you and your co-workers will not always be bullying. For example, the following would not be bullying:

- the fact that you do not “get on” with one or more of your co-workers at work;
- having a difference of opinion with one or more of your co-workers; or
- disagreeing with your co-workers about a particular matter.

### **What is Victimisation?**

Victimisation occurs when a person is subjected to some form of detriment because they made a complaint in good faith or were a witness to, or involved in the investigation of, a complaint of discrimination, harassment, or bullying.

Victimisation is unacceptable and is unlawful.

An example of victimisation could be an employee refusing to interact or co-operate with another person because that person had made a complaint of bullying.

### **Expectations and Responsibilities**

At work, you can expect to be treated with dignity and respect and not be subjected to bullying. You have an obligation to:

- read and understand this policy
- take all reasonably practicable steps to ensure that bullying does not occur in your RGF workplace
- not encourage or in any way condone breaches of this policy by others; and
- take appropriate steps to resolve or report any instance of bullying

Managers in the workplace along with your RGF consultant, if you are based at a client site, must;

- take all reasonably practicable steps to protect the health, safety and welfare of employees and other people in the workplace;
- model appropriate standards of behaviour;
- promote this policy within their team/workplace;
- monitor the workplace and ensure that acceptable standards of conduct are enforced; and
- take appropriate and prompt action in relation to suspected breaches of this policy.

### **What are the potential consequences of breach of this Policy?**

If an employee is found to have bullied another at work, it may result in one or more of the following actions:

- an apology (verbal or written, private or more public);
- informal counselling, mediation, or training;
- appropriate disciplinary action which may include a verbal or written warning, up to termination of employment (including summary dismissal); and
- for an independent contractor or representative of an independent contractor, ending of the contract or other appropriate action.

One or more of the above actions may also follow where:

- a person is found to have victimised, vilified or retaliated against a person who has made a complaint of discrimination, harassment, or bullying; or
- a person is found to have made a deliberately false or malicious complaint.


### **What should I do if I feel I have been bullied?**

Refer to the *Complaints & Grievances Policy*.

This Policy sets out steps you can take to resolve the issue which may include, asking the person to stop their behaviour, escalating the issue to your manager, or making a formal complaint.

RGF can provide you with access to an Employee Assistance Program (EAP) which offers confidential support from external counsellors. For more information about accessing EAP, contact:

- your direct manager or People & Culture; or
- your RGF consultant (if you are working on a client site)

	<b>Discipline &amp; Misconduct Policy</b>	<b>People &amp; Culture</b>
	Version 1.2	8 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>This policy applies to our employees; meaning all people who are employed by RGF Staffing APEJ or its associated entities, and who are employed to do work directly for RGF Staffing APEJ and associated entities, our International businesses (including Executive and Non-Executive Directors), or the Company's clients.</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<p>In this Policy, all such conduct or behaviour that fails to meet the standards expected by RGF Staffing APEJ (RGF) is referred to as "misconduct".</p> <p>This policy does not apply to poor or unsatisfactory work performance. Managers should seek assistance from People &amp; Culture to help with a Performance Recovery process.</p>		<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Workplace Diversity Policy</li> <li>Anti-Bullying Policy</li> <li>Complaints &amp; Grievances Policy</li> <li>Delegations of Authority Policy</li> <li>Drug and Alcohol Policy</li> <li>Workplace Health and Safety Policy</li> <li>Whistleblower Policy</li> <li>IT facilities, Systems and social media use Policy</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-10-21	11-04-2022	Format change to RGF branding, with minor consequent amendments
<b>Approved by:</b>		<b>Approved on:</b>
Chief People Officer		01-10-2022
<b>Group Policy compliance</b> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

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## PURPOSE OF THE POLICY

*This policy sets out the process for addressing misconduct and unacceptable behaviour by an employee, including where allegations of such behaviour arise from a complaint or grievance made by another person.*

*Such conduct or behaviour includes:*

- *continued unsatisfactory behaviour, such as lateness or unauthorised absence;*
- *breaches of a person's contract of employment;*
- *breaches of Company policies and procedures;*
- *behaviour which, due to its nature, has the potential to have an adverse impact on the Company's reputation;*
- *any other behaviour that is inconsistent with the Company's values; and*
- *serious misconduct including but not limited to theft, dishonesty, or violence.*

*In this Policy, all such conduct or behaviour which fails to meet the standards expected by RGF is referred to as "misconduct".*

*This policy does not apply to poor or unsatisfactory work performance. Managers should seek assistance from People & Culture with regards to managing performance concerns.*

## SCOPE OF THE POLICY

*This policy applies in respect of misconduct which relates to or is connected with the person's employment with RGF in any way. This includes, but is not limited to, conduct of an employee:*

- *when on RGF or client premises;*
- *at work functions organised by RGF or a client;*
- *when you are representing RGF or its clients, including when you are interacting with clients, members of the public*
- *or suppliers;*
- *whilst on business related travel; or*
- *to other behaviour outside of work time which may have an adverse impact on the Company or the workplace (e.g., it could affect RGF's or a client's reputation, causes bad feelings or affects behaviour in the workplace).*

## COMPULSORY ITEMS

*Applies to all RGF APEJ employees*

## IV. GOLDEN RULES

- *This Policy sets out the process for dealing with allegations of misconduct and unacceptable behaviour*
- *Where an allegation is substantiated, potential outcomes include informal counselling and more formal disciplinary action including formal written warnings, demotion, or termination of employment*
- *People & Culture supports managers in dealing with misconduct matters*

## V. GLOSSARY

Official term	Explanation
Misconduct	All such conduct or behaviour that fails to meet the standards expected by RGF Staffing APEJ

## 1. Approach

Allegations of misconduct should be dealt with as promptly as reasonably practicable to minimise the impact on the work environment and RGF.

Principles of procedural fairness must be observed throughout the process. What is required in each case will depend on the nature of the issues and all the circumstances.

Before any decision is made about disciplinary action, managers and supervisors must endeavour to:

- inform the employee about the alleged misconduct in enough detail to enable them to understand and adequately respond; (Note this does not require the provision of any actual written complaint);
- give the employee a reasonable time to consider and respond to any allegations;
- consider the employee's response and where appropriate, investigate any relevant matters raised by the employee;
- consider all relevant information;
- ensure any disciplinary action is in proportion to the misconduct and takes into account all the relevant circumstances;
- allow the employee a reasonable opportunity to have a support person present; and not pre-judge the outcome.

Depending on the circumstances, a more formal investigation into the issues may be required. This may involve:

- obtaining a written complaint from a person who makes a complaint or grievance;
- interviewing witnesses and taking witness statements; or
- gathering of documentary and other evidence (e.g., computer records, emails, CCTV, financial transactions, phone records)

P&C assist managers to determine the appropriate process to be adopted in each case. Managers should also seek the assistance of more senior managers as appropriate.

Employees are required to fully cooperate with regards to all steps involved in an investigation.

The role of an employee's support person in the process is to act as a witness and support the employee.

Sometimes when an investigation is undertaken, it may be necessary to take some initial action to protect the interests of employees involved and RGF. Any interim action is taken without prejudice and has no impact on the ultimate outcome of the investigate. This may involve:

- Standing the employee down pending the outcome of the investigation, so that they are not required to attend work or undertake any work activities in this period, unless



specifically required to do so (although they must be available to attend if required, including for the purpose of the investigation);

- Restricting access to Company property and systems (e.g., IT);
- Suspending Company benefits or use of tools of trade (e.g., corporate credit cards, cars);
- Any other action as appropriate in the circumstances

## **Types of outcomes**

Where misconduct allegations are substantiated, in most cases the appropriate manager (in consultation with P&C and more senior managers as appropriate) determines the appropriate outcome. In deciding what outcome is appropriate, relevant circumstances include, for example:

- The nature and seriousness of the substantiated allegation(s);
- The impact on other people such as team members;
- The potential impact on RGF's reputation or relationship with clients or other stakeholders;
- The employee's knowledge of the relevant standards or behaviour or policy requirements (or the level of knowledge that could reasonably be expected);
- The employee's employment history, including any previous disciplinary matters and warnings;
- Any relevant matters raised by the employee about the conduct or personal circumstances; and
- Where termination is being considered whether the employee was aware (or should reasonably have been aware) that the conduct could have led to termination of employment (if relevant)

Where an allegation is substantiated and the alleged misconduct is less serious in nature or for other reasons disciplinary action is not considered appropriate, potential outcomes include:

- Verbal (or informal) counselling;
- Coaching;
- Training;
- Mediation; or
- An apology

The manager should clearly explain to the employee that further instances of misconduct may give rise to disciplinary action and keep appropriate records.

In other cases, formal disciplinary action may be appropriate (see below).

## **Disciplinary outcomes**

A disciplinary outcome may be appropriate either:

- for a first instance of misconduct which is sufficiently serious in itself to warrant formal disciplinary action; or
- where a more informal approach has been taken previously and misconduct has been repeated (which may be either of the same type or a different nature).

Disciplinary outcomes include, for example, formal written warnings, demotion, and termination of employment.

Managers work closely with People & Culture to determine which (if any) disciplinary outcome is appropriate.

## **Formal written warnings**

A formal written warning may be a first warning, subsequent warning or a first and final warning.

There is no requirement for a specific number of warnings to be given before termination may be considered. The number of warnings or the level of warning to be given depends on all the circumstances.

All formal warnings should be provided to the employee in writing and placed on the employee's file.

As a matter of course, warnings should not be removed from a person's file. These warnings represent a historical record of the employee's employment. Over time, however, the relevance of a previous warning to future disciplinary conduct will generally diminish, subject to the nature of the future conduct and the seriousness of the warnings.

## **Demotion**

Subject to any relevant industrial instrument or contract of employment, it may be possible to demote an employee, either temporarily or permanently. Managers should first discuss with People & Culture, and advice should be sought from Legal/ Workplace Relations.

## **Termination of employment**


Termination of employment may be appropriate where there has been a serious breach of standards, Company policies or procedures and/or where the employee has received prior warnings for misconduct.

Where termination of employment is proposed, the employee should be given the opportunity to make a submission as to why their employment should not be terminated before a decision is made.

In many cases, termination of employment will take place with the employee being required to work out their period of notice and/or a payment being made to them in lieu of notice. In cases of serious misconduct, however, the Company has a right to terminate a person's employment summarily, without notice or payment in lieu of notice.

### **Employee Assistance Program**

RGF provides employees and their immediate family members with an Employee Assistance Program (EAP) which offers a confidential and professional counselling service. More information about EAP is available from your manager or People & Culture.

	<b>Social Media Policy</b>	<b>Marketing</b>
	Version 2	4
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>• Internal Employees</li> <li>• External Employees</li> </ul>	
<b>Contact person:</b>	Michelle Oliver Group Marketing	
<b>Policy owner:</b>	Michelle Oliver Group Marketing	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>• Nil</li> </ul>		<ul style="list-style-type: none"> <li>• Code of Conduct &amp; Values</li> <li>• Workplace Diversity Policy</li> <li>• Discipline and Misconduct Policy</li> <li>• Privacy Policy</li> <li>• IT Facilities and Systems Policy</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-08-2021		
<b>Approved by:</b>		<b>Approved on:</b>
Michelle Oliver		01-08-2021
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

## I. PURPOSE OF THE POLICY

RGF Staffing APEJ is committed to the appropriate and effective use of social media in support of its business. It is important that all RGF Staffing APEJ employees are aware of the implications of online engagement that reference RGF Staffing APEJ, its brands, or its businesses, and that they recognise when RGF Staffing APEJ might be held responsible for their behaviour.

All RGF Staffing APEJ employees should be aware of the importance in observing RGF Staffing APEJ's Core Principles and Code of Conduct in all online activities involving social media.

## II. SCOPE OF THE POLICY

This policy covers all RGF Staffing APEJ businesses and Users, meaning:

- Employees who are employed to do work directly for RGF Staffing APEJ businesses at our sites;
- Employees who are employed to work directly for RGF Staffing APEJ's clients;
- Independent contractors (or representatives of independent contractors) who are engaged to provide services directly to RGF Staffing APEJ; and
- Volunteers or other site-based people, work experience students, exchange workers, and employees of our clients who work from RGF Staffing APEJ sites.

It includes, but is not limited to:

- Social and professional networking sites (e.g. Facebook, LinkedIn);
- Video and photo sharing websites (e.g. Flickr, YouTube, Instagram);
- Blogs, including corporate blogs and personal blogs, blogs hosted by media outlets, microblogging (e.g. Twitter);
- Forums, discussion boards, and groups (e.g. Google groups, Whirlpool).

## III. COMPULSORY ITEMS

Social media helps us connect and engage with our clients and colleagues. If we use this channel effectively it helps build our brand and delivers results. However inappropriate use can have an immediate and profound impact on RGF Staffing APEJ given the potential for content to reach a very wide and sometimes unintended audience and remain available for a prolonged period. For these reasons, RGF Staffing APEJ reserves the right to:

- Monitor use of social media on IT services and Facilities;
- Monitor content 'in connection to the workplace' (as outlined in the paragraph below);
- Take appropriate action to protect against misuse that may be damaging to RGF Staffing APEJ's reputation, adversely impact the workplace, or which is otherwise inconsistent with your contract with RGF Staffing APEJ.

Although many users may consider their personal comments posted on social media or discussions on social media private, such communications are frequently available to a larger audience than users may realise. You should be aware that what you post on your personal social media accounts in spite of your privacy settings or attempts to limit the audience of your post, may have the potential to bring RGF Staffing APEJ, its client or stakeholders into disrepute - particularly if that content is offensive, discriminatory, threatening or harassing. Such conduct is also covered by this Policy, even where RGF Staffing APEJ, its clients, stakeholders or the workplace is not directly mentioned.

## IV. GOLDEN RULES

When engaging on social media, RGF Staffing APEJ staff members should:

- Exercise judgement and discretion. You should work on the assumption that anything you send may be viewed, forwarded or transmitted to someone who may not have been the intended recipient;
- Ensure you do not disclose other people's personal information or publish images of others without their permission;
- Use common sense and respect others in your posts and discussions;
- If you are unsure about anything you are about to post, pause, re-read and think about it before you press send.

### Acceptable Use

- Follow, Like and Share any posts on any RGF Staffing APEJ Business Unit's official social media pages, groups and networks;
- Utilise social media to share RGF Staffing APEJ's generated thought leadership (e.g. white papers, blog articles) and marketing materials;
- Engage with groups, forum and other sites which have been set up by RGF Staffing APEJ (e.g. LinkedIn Groups);
- Share details of jobs advertised on our business' websites (not on third party sites like Seek);
- Report any negative comments by users or breaches of this policy with respect to social media by RGF Staffing APEJ's employees to Marketing.

### Unacceptable Use

Includes, but is not limited to:


- Making any comment or posting any material that might cause damage to RGF Staffing APEJ's reputation or brand.
- Implying that you are authorised to speak on behalf of RGF Staffing APEJ, giving the impression that the views you express are those of RGF Staffing APEJ, without express prior approval in line with the RGF Staffing APEJ Media Policy;
- Using your CMG email address or any Company logo or other insignia that may give the

impression of Company support or endorsement of a personal comment without business consent;

- Using or disclosing any confidential, proprietary or sensitive information obtained in your capacity as a RGF Staffing APEJ employee;
- Posting any material on social media which is, or might be construed as inappropriate and a breach of a RGF Staffing APEJ policy including but not limited to RGF Staffing APEJ's Anti-Bullying and Workplace Diversity policies;
- Personal use of social media where such use interferes with your work, or excessive personal use during your normal work hours.

## V. GLOSSARY

Official term	Explanation
<b>Social Media</b>	Refers broadly to any online media which allows for user participation, interaction or publishing.

	<b>Media Policy</b>	<b>Marketing</b>
	Version 5	Pages 3
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>• Internal Employees</li> <li>• External Employees</li> </ul>	
<b>Contact person:</b>	Michelle Oliver Group Marketing	
<b>Policy owner:</b>	Michelle Oliver Group Marketing	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>• Nil</li> </ul>		<ul style="list-style-type: none"> <li>• Code of Conduct &amp; Values</li> <li>• Workplace Diversity Policy</li> <li>• Discipline and Misconduct Policy</li> <li>• Privacy Policy</li> <li>• IT Facilities and Systems Policy</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-09-2019		
<b>Approved by:</b>		<b>Approved on:</b>
Michelle Oliver & Chris Riorden		01-09-2019
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		



## I. PURPOSE OF THE POLICY

RGF Staffing APEJ has a long established and respected reputation as a leading provider of integrated talent solutions products and technologies in Australasia. To ensure this reputation is maintained and strengthened, it is important to have clear guidelines for our contact with the media, including key local and where relevant overseas journalists. This should be consistent with our communication with all stakeholders both internally and externally.

This policy provides direction for the co-ordination of contact between RGF Staffing APEJ and the media. It covers staff members' responsibilities in relation to direct contact with the media, as well as outlining obligations regarding the management and dissemination of information, which could reasonably reach the media.

This policy applies to all CMG People, meaning:

- Internal employees, i.e. people who are employed by RGF Staffing APEJ and who are engaged to do work directly for RGF Staffing APEJ;
- External employees, i.e. people who are employed by RGF Staffing APEJ to perform work directly for the Company's clients;
- Independent contractors or representatives of independent contractors who are performing work for C RGF Staffing APEJ to a contract. Independent contractors may be engaged to do work directly for RGF Staffing APEJ or one of the Company's clients;
- Non-paid workplace participants, i.e. volunteers (for example work experience students and interns).

## II. SCOPE OF THE POLICY

This media policy covers the following items:

- Media enquiry handling
- Media comments
- Authorised spokesperson
- Engagement of a Public Relations professional
- Issues and crisis management
- Media releases
- Testimonials and case studies

## III. COMPULSORY ITEMS

All media enquiries should be directed to the Chief Marketing Officer.

The Chief Marketing Officer will liaise directly with the media and will determine the following before agreeing to the media request:

- Which media agency is making the enquiry;
- The type of interaction requested e.g. interview, email response, etc;
- Timeframe for response;
- Which authorised RGF Staffing APEJ spokesperson should respond to the media request.

## **Media Comment**

Only authorised representatives who have been media trained and briefed in the first instance are to speak to the media. Our spokespersons should:

- Participate in appropriate media training;
- Initially direct all media enquiries to the Chief Marketing Officer;
- Ensure information/comments with respect to their area of responsibility are current;
- Not reveal any information that is confidential to RGF Staffing APEJ or to our clients or candidates; and
- Refrain from commenting on questions regarding legal matters, tax or direct regulatory issues.

## **Authorised Spokespersons**

The authorised RGF Staffing APEJ Spokespersons are:

Peter Acheson, Chief Executive Officer;

Delegates nominated by the Chief Executive Officer to respond on issues.

All RGF Staffing APEJ authorised spokespersons will receive appropriate media training.

Staff should be aware that all conversations with the media whether an interview is agreed upon or not are treated as “on the record” and can be attributed to them. Any “off the record” discussions must receive approval from the Chief Executive Officer.

## **Engagement of a Public Relations professional**

RGF Staffing APEJ may from time to time require the services of a PR professional or media consultant depending on the nature of the matter. All engagements must be approved by the Chief Executive Officer and the Chief Marketing Officer.

## Issue and Crisis Management

The Marketing Department monitors media and social media activity and identifies potential issues. In the event of a crisis or an unexpected issue, the Chief Marketing Officer in consultation with the Risk and Compliance Officer and General Counsel will put in place appropriate crisis management procedures to ensure any communication with the media is managed.

These procedures include but are not limited to:

- Briefing the Chief Executive Officer and the relevant Business Unit leader(s);
- Convening discussions with relevant members of staff;
- Ensuring only designated spokespeople comment during the crisis situation;
- Delivering consistent messages.

Statements made during a crisis situation may have far reaching effects including potential legal proceedings against RGF Staffing APEJ.

## Media Releases

Media releases/articles are to be drafted under the direction of the relevant Business Unit leader, who will obtain, an authorisation from the Chief Executive Officer. Once approved, Marketing will disseminate to the media.

## Testimonials / Case Studies

If you are asked to provide a testimonial or participate in a case study for an external party (vendor/supplier, client or candidate), you must liaise with the Chief Marketing Officer who will review the context and appropriateness of RGF Staffing APEJ agreeing to participate in conjunction with the relevant Business Unit Manager.

If participation is deemed appropriate the final content must be reviewed and approved by the Chief Executive Officer before it can be released to the third party for use.

Breaches of this policy may result in disciplinary action up to and including termination of employment.

## IV. GOLDEN RULES

All media enquiries should be directed to the Chief Marketing Officer.


## V. GLOSSARY

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Official term	Explanation
<b>Media</b>	<i>Includes all print, radio, television and electronic media.</i>

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	<b>Leave Policy</b>	<b>People &amp; Culture</b>
	Version 1	1 of 21 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>All Staff</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Hybrid Working Policy</li> <li>Workplace Diversity Policy</li> <li>Parental Leave Policy</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-07-2020	01-07-2020	N/A
<b>Approved by:</b>		<b>Approved on:</b>
Mark Graham		01-07-2020
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

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## I. PURPOSE OF THE POLICY

*RGF Staffing APEJ (RGF) provides a number of forms of leave. This policy applies in conjunction with relevant legislation, including the Fair Work Act 2009 (Cth). In some instances, RGF provides leave benefits which are more generous than legislative entitlements.*

*Employees are responsible for ensuring all leave requested or taken is submitted via your Employee Self Service (ESS) Portal, or appropriate forms completed and sent to your manager. Managers are responsible for ensuring that the relevant payroll team is advised of any changes to an employee's attendance pattern or change in status, which impacts on leave eligibility and accruals.*

## II. SCOPE OF THE POLICY

*This policy applies to employees of RGF including office-based employees, Team Members in AHS and Field Team Members in Vivir. This policy does not apply to employees engaged in Staffing Services who are on-hired to clients unless specified.*

## III. COMPULSORY ITEMS

*CMG provides leave to eligible employees.*

## IV. GOLDEN RULES

*Unless explicitly stated otherwise (e.g., Military Leave), all applications for leave are to be made through your ESS portal.*

*This document does not form part of your employment contract or other contract of engagement and may be changed by Chandler Macleod Group at any time, with or without your consent.*

## V. GLOSSARY

Official term	Explanation
...	...

## **III.1. Annual Leave**

### **III.1.1. Accrual**

Full-time employees are entitled to 4 weeks annual leave each year, which accrues progressively over the course of a year. Annual leave is cumulative from year to year and is pro-rated for part-time employees.

Annual leave balances can be viewed in your ESS Portal or another payroll system as applicable.

### **III.1.2. Taking annual leave**

You should plan your annual leave well in advance, in consultation with your manager.

To support health and wellbeing, and for operational reasons, employees are expected to use their best endeavours to use their full annual leave entitlement each calendar year.

### **III.1.3. Public holidays and sickness during annual leave**

Annual leave is exclusive of any statutory public holiday that may occur during the period of annual leave.

If you become sick during annual leave you can apply to take this time as personal leave instead. You need to provide the appropriate documentation for personal leave as soon as practicable after personal leave is taken, not after the completion of your annual leave period.

### **III.1.4. Annual shutdown period**

We may direct you to take your accrued annual leave during the annual shutdown over the Christmas and New Year period. If you do not have enough annual leave accrued to cover the annual shutdown period, you may elect to take leave in advance.

Where you do not have sufficient accrued annual leave to cover the shutdown period and leave in advance is not acceptable, you may be required to take leave without pay (for any remaining part of the period).

### **III.1.5. Taking annual leave in advance**

If you have exhausted all available paid leave entitlements (outside of the annual shutdown), you may be permitted to take annual leave in advance. You should speak to your manager in regard to this.

### **III.1.6. Excess annual leave balances**

In the unusual case that you accrue an excessive annual leave balance, we may require you to take an amount of annual leave. As a guide, you may be required to take annual leave if you have accrued 6 or more weeks of annual leave.

This does not limit the circumstances in which we may require a person to take annual leave, subject to legislation.



### **III.1.7. Cashing out annual leave**

Generally, RGF does not approve requests to cash out annual leave and believes that the full annual entitlement should be taken by employees each year. In exceptional circumstances, we may, at our discretion, consider requests to cash out an amount of annual leave, subject to legislation.

### **III.1.8. Annual leave loading**

Your salary incorporates compensation for annual leave loading where it is an entitlement for some roles in the Company.

### **III.1.9. Approval procedure**

Applications for annual leave are to be made in the ESS Portal or other payroll system used by your business.

### **III.1.10. Personal/Carer's Leave**

Personal Leave comprises both personal leave and carer's leave.

### **III.1.11. Eligibility**

All employees other than casuals are entitled to:

Paid personal/carers leave, which may be used for sick leave or carer's leave, and

Unpaid carer's leave when their paid leave is exhausted. Casual employees are entitled to unpaid carer's leave.

You must comply with the notice and documentary evidence requirements of this section. It is important to note that if you fail to comply with these provisions, you may be subject to disciplinary action and, in addition, such absence may be considered unauthorized leave and, accordingly, may not be paid.

### **III.1.12. Accrual of Paid Personal/Carer's Leave**

Full-time employees are entitled to a maximum of 10 days paid personal/carers leave each year. Personal/Carer's leave accrues progressively over the course of a year and is cumulative from year to year. Leave is pro-rated for Part-time employees.

Accrued but unused Paid Personal/Carer's leave is not paid out on termination and cannot be cashed out. Paid Personal/Carer's leave balances can be viewed in your ESS Portal or payroll and leave system.

You are not entitled to take Paid Personal/Carer's Leave for any period during which you are absent from work because of a personal illness or injury for which you are receiving worker's compensation payable under a law of the Commonwealth, a State, or a Territory.

### **III.1.13. Personal leave**

Personal leave is leave taken by an employee where he or she is not fit for work because of a personal illness or injury.

### III.1.14. Documentary evidence – Personal Leave

To be eligible for Personal Leave for your own personal illness or injury you must provide the following documentary evidence to us, if required, as soon as reasonably practicable:

a medical certificate from a registered health practitioner setting out the registered health practitioner's opinion that you were, are, or will be unfit for work during the period because of a personal illness or injury; or

where it is not practicable for a medical certificate to be obtained, we may accept a statutory declaration made by you stating that you were, are, or will be unfit for work during the period because of a personal illness or injury.

### III.1.15. Carer's Leave

You may use any of your accrued paid Personal/Carer's Leave as carer's leave. If Paid Personal/Carer's Leave is exhausted, you are entitled to up to 2 days of unpaid carer's leave per occasion.

Casual employees are entitled to unpaid carer's leave of up to 2 days per occasion.

Carer's leave is taken to provide care or support to an immediate family member, or a member of your household, who requires care or support because of:

- a personal illness or injury of the member; or
- an unexpected emergency affecting the member.

An “**Immediate Family Member**” is:

- your spouse, de facto partner, child, parent, grandparent, grandchild, or sibling; or
- a child, parent, grandparent, grandchild or sibling of your spouse or de facto partner

**Spouse** includes former spouse, and de facto partner includes former de facto partner.

“**De facto partner**” means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes).

An “**Unexpected Emergency**” means an event or incident that is sudden or urgent and one that requires immediate action. This does not include pre-planned events or appointments.

### III.1.16. Documentary evidence – Carer's Leave

To be eligible for carer's leave, you must provide the following documentary evidence to us, if required, as soon as reasonably practicable:

a medical certificate from a registered health practitioner stating that the care or support is/was required because of a personal illness or injury of an Immediate Family Member, or a member of your household. or

a statutory declaration made by you if the care or support is required because of an 'Unexpected Emergency' affecting the immediate family member or member of your household.

Where a medical certificate is provided it must include a statement to the effect that, in the opinion of the registered health practitioner, the Immediate Family Member, or a member of your household had, has, or will have a personal illness or injury during the period and that you are required to care for that person.

If the relevant document is a statutory declaration, it must include a statement to the effect that you require (or required) leave during the period to provide care or support to the Immediate Family Member, or a member of your household because that person requires (or required) care or support during the period because of a personal illness or injury of the person or an Unexpected Emergency affecting the person.

### **III.1.17. Notification responsibilities – Personal and Carer’s Leave**

If you are unable to report for duty because of illness you must inform your direct manager via telephone on the first day of the Personal leave and as soon as possible before your usual start time.

It is not acceptable for you to only send an SMS Text Message or email to your direct manager or anyone else at work, unless this arrangement has been expressly approved by your manager beforehand.

You may also be required to disclose the nature of your illness or injury and the estimated duration of your absence.

### **III.1.18. What if I am sick and I’ve exhausted my paid Personal/Carer’s Leave balance?**

If you have exhausted your paid Personal/Carer’s Leave balance:

- if you are sick – we may approve a request by you to take any accrued annual leave (or, in some cases, long service leave). In other cases, leave will be taken as leave without pay (see section 5). Note that the notification and documentary requirements for paid personal (sick) leave still apply (see sections 4.4 and 4.5), and
- if you require carer’s leave – you may take unpaid carer’s leave (see above) or we may approve a request by you to take any accrued annual leave (or, in some cases, long service leave).

### **III.1.19. Approval procedure**

Applications for personal/carers leave should be made in your ESS Portal (or another payroll system) and authorised by your immediate manager.

## III.2. Parental Leave

### III.2.1. Unpaid Parental Leave – Eligibility

Employees who are entitled to up to 12 months unpaid parental leave under the National

Employment Standards include:

- permanent or maximum-duration employees who have at least 12 months service as at the expected date of birth or date of placement for adoption; and
- casual employees who have been employed on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months, and who, but for the birth or adoption, would have had a reasonable expectation of continuing employment on a regular and systematic basis.
- The leave must be associated with:
  - the birth of your child or the birth of a child of your spouse or de facto partner; or
  - the placement of a child aged under 16 years with an employee for adoption.

Parental leave is to be taken in one single, continuous period.

An employee who is not eligible for unpaid parental leave may apply for leave without pay, and this will be assessed on a case by case basis taking into account all relevant circumstances, including business requirements.

Note that if both parents meet the eligibility requirements in legislation, each parent is entitled to take up to 12 months unpaid parental leave, i.e., up to a total of 24 months.

### III.2.2. Government Paid Parental Leave

The information in this section is intended as a helpful guide only and employees should make their own enquiries about Government Paid Parental Leave (Government PPL). Employees should refer to the Services Australia – Parental Leave Pay website for more information.

Employees must apply to the Services Australia through myGov to receive Government PPL. RGF is unable to receive applications for Government PPL directly.

#### Interaction with RGF Paid Parental Leave

RGF's Paid Parental Leave is in addition to and separate from any entitlement you may have under the Australian Government's Paid Parental Leave scheme. This means currently eligible employees may receive both RGF's Paid Parental Leave and Government PPL.

You will need to submit separate applications for RGF's Paid Parental Leave (to the Company) and for Government PPL (to Services Australia).

## **Eligibility for Government PPL**

Eligibility for Government PPL is subject to a work test, an income test and a residency test. The rules are somewhat complex, and employees should refer to the Services Australia to determine if they are eligible.

## **What is Government PPL?**

In summary, the scheme provides eligible primary carers with payments for up to 18 weeks at the level of the federal minimum wage. The payments are treated as taxable income.

## **How can I claim Government PPL?**

Claims must be;

- made to Centrelink, not RGF.
- made by the mother or initial primary carer in the case of adoption, other than in exceptional circumstances.
- lodged up to 3 months before the expected date of birth or adoption. To receive the full 18 weeks of pay, claims must be submitted no later than 34 weeks after the birth or adoption of the child.

For details of how to make a claim and the documentation required visit the Services Australia website.

## **When can I take Government PPL?**

When you lodge the claim, you will need to nominate the start date for Government PPL. Government PPL can start from the date of birth or placement for adoption, or at a later date. Government PPL must be taken in one continuous 18 week period (or less) and must be fully paid within 52 weeks from the date of birth or adoption.

Government PPL may be taken at the same time as RGF's Paid Parental Leave or other paid leave, or at a different time.

## **Who pays me the Government PPL?**

Although the scheme is government funded, in most cases employees receive the payments from RGF (which receives the payments from the Government).

Please note Government PPL does not attract Company superannuation contributions.

### Can I work when I'm receiving Government PPL?

To remain eligible for Government PPL, employees must not return to work until their Government PPL finishes. However, under the relevant legislation applying to Government PPL, employees may be able to work up to ten days without losing their entitlement (see section 7).

### “Dad and Partner Pay”

Eligible fathers and partners caring for a child (either through birth or adoption) are eligible for the Government’s “Dad and Partner Pay”, which is up to 2 weeks’ pay at the rate of the federal minimum wage. Eligibility will also be subject to income, work, and residency tests.

To be eligible, the person must not be working at the time of receiving the payment. The payment is in addition to any other leave the person takes, paid or unpaid.

Dad and Partner Pay can be claimed up to three months before the expected birth or adoption. Payments are made directly to you by the Government.

Refer to the Services Australia – Dad and Partner Pay website for more information.

### III.2.3. RGF Paid Parental Leave Scheme

Employees who are eligible for unpaid parental leave and who are within the scope of this policy are eligible for RGF Paid Parental Leave, depending on your tenure with RGF as follows;

LENGTH OF SERVICE	PRIMARY CARER’S LEAVE	SUPPORTING CARER’S LEAVE
1 - 2 Years’ Service	6 Weeks	1 Week
2 - 3 Years’ Service	9 Weeks	2 Weeks
3+ Years’ Service	12 Weeks	3 Weeks

Primary carer’s leave is available to an employee who is the primary carer and is taken from the date of the birth or placement for adoption. Note that your Paid Parental Leave forms part of your entitlement to 52 weeks’ unpaid parental leave and does not extend your available period of Parental Leave.

Supporting Carer's leave is available to an employee who is not the primary carer and is taken from the date of the birth or placement from adoption, when both partners typically take leave concurrently. If, by agreement, the employee takes concurrent leave at a later date, then supporting partner's leave is paid at the later time.

Note that the employee must be on leave from work for the relevant period to receive CMG's Paid Parental Leave (i.e., the employee will not be eligible if they continue working and don't take leave from work).

Completed year/s of service are determined as at the expected date of birth or placement of the child for adoption. Regular and systematic service as casual counts towards a person's service period, provided the service is continuous. However, an employee must be a permanent employee at the time of the birth to be eligible for Paid Parental Leave.

Payments while on RGF Paid Parental Leave:

- you will receive your usual Total Fixed Remuneration (TFR) minus applicable income tax;
- Superannuation contributions are not deducted or paid;
- the leave is inclusive of public holidays;
- you will not accrue personal or annual leave; and
- you may or may not accrue long service leave depending on the applicable legislation;
- Employees can elect to take Paid Parental Leave at full pay or half pay for twice the time period.

For subsequent periods of RGF Paid Parental Leave, employees will re-qualify for access to the scheme when they have returned to the workplace for at least 6 months prior to commencing a subsequent leave period. This does not limit access to other types of unpaid parental leave.

#### **III.2.4. Applying for Leave – Notice and Documentary Requirements**

Employees are encouraged to discuss their parental leave plans (e.g. timing of parental leave, return to work dates and expectations of possible arrangements on return to work) with their manager as soon as possible.

#### **III.2.5. Notifying your Manager**

When applying for parental leave, employees must provide their manager with notice to take leave at least 10 weeks before starting the leave. The notice should include your expected start and end dates of leave. This should be provided in writing (email is suitable). If you are unable to provide 10 weeks' notice, you should provide notice as soon as practicable.

In addition:

Where you are pregnant, you will need to include (with your notice) a letter or certificate from your doctor or midwife confirming the pregnancy and expected date of birth; or

Where your spouse de facto is pregnant and you wish to take parental leave, include with your notice a letter or certificate from your spouse or de facto's doctor or midwife confirming the pregnancy and expected date of birth and setting out the name of your spouse/de facto; or

If the leave is adoption-related, include with your notice a letter from the adoption agency (or relevant body) confirming the date or expected date of placement for adoption and the child's age; and

Specify whether or not your spouse/ de facto partner will be taking any leave during your period of leave and whether he or she will be receiving any payment for that leave.

### **Confirming your leave**

At least 4 weeks prior to your intended leave start date, you will need to confirm your intended start and end dates for leave through your ESS portal. You should include any application for annual leave or long service leave at this time and also confirm whether or not your spouse/de facto will be taking any leave and whether or not he/she will be receiving any payment for that leave. The Parental Leave Form is available via your ESS portal.

If your baby is born prematurely or the adoption placement is rescheduled, you should notify your manager in writing (email is sufficient) as soon as possible and no later than 2 weeks after the change in circumstances.

## **III.2.6. Frequently Asked Questions**

### **I am pregnant. When can I start my leave?**

If you are a female employee who is pregnant, your leave may start up to 6 weeks before the expected date of birth of the child, or earlier by agreement, and must start no later than the birth of the child.

### **Can I take other paid leave at the same time as unpaid Parental Leave?**

Employees can apply to take accrued Annual Leave and Long Service Leave during unpaid parental leave. This leave must not interrupt any Paid Parental Leave period and can be taken in a block of consecutive days either before or after any Paid Parental Leave. Any such leave taken does not extend the 52-week period of parental leave available.



### Can both parents share responsibility for the child?

We support employees who choose to share care arrangements including both parents accessing leave for a child's birth or placement. The National Employment Standards set out some rules for how this works. In summary:

- an employed couple may take up to 24 months unpaid leave for their child;
- a maximum of 8 weeks overlapping leave between parents is permitted; and
- the leave period needs to be taken in a single block by each parent (except for the overlapping period).

Requests to take a longer period of concurrent leave will be considered on a case by case basis. If you do not meet the eligibility requirements in section 3, you may apply for Leave Without Pay, Annual Leave or Long Service Leave, and applications will be assessed on a case by case basis.

### Can I extend my Parental Leave if I originally apply to take less than 12 months?

If you originally apply to take less than 12 months parental leave, then you can extend your leave period once by notifying your manager in writing, giving at least 4 weeks' notice before the end of your original leave period. Any further extensions up to a total leave period of 12 months are by agreement.

### Can I take more than 12 months Parental Leave?

If you meet the eligibility requirements for unpaid parental leave, then you may request to extend your parental leave for up to an additional 12 months to care for your child (i.e., a total of 24 months). Your request should be made to your manager in writing. You should:

provide as much notice as possible before the end of your initial parental leave but no less than 4 weeks; and

address any potential impacts of the extended leave and any measures to overcome these issues.

In considering requests, managers and employees should discuss available options, and before finalising a decision should seek advice from P&C. Requests may only be refused on reasonable business grounds and the Company will respond to the written request within 21 days.

### Can I work during Parental Leave?

No, employees do not work during parental leave (unless in exceptional circumstances).

The Fair Work Act provides that an employee can work up to 10 "keeping in touch days" for each 12 months of parental leave (up to 20 days across 24 months leave) which will not break RGF Staffing APEJ. All rights reserved.

the continuity of the leave. “Keeping in touch days” are by agreement between the Company and employee and help the employee to keep in touch to facilitate their return to work. This could include attending team meetings, planning days or training. “Keeping in touch days” are optional and an employee cannot be required to work such days, nor is there any entitlement to work “keeping in touch days”.

Working permitted “keeping in touch days” will also not affect a person’s eligibility to receive Government Paid Parental Leave.

### **How do I stay in touch while on Parental Leave?**

It is important for managers and employees to stay in contact during parental leave to ease the transition back to work at the end of the leave period.

Managers should stay in contact with employees whilst on Parental Leave by providing them with important information and communications throughout their leave period. The type of contact options should be discussed before commencing Parental Leave.

Under the Fair Work Act, the Company will consult with employees on Parental Leave in the event that a business decision is made during their leave period that will have a significant impact on the employee’s status, pay or location of their pre-Parental Leave position.

### **What happens when I am due to return to work after Parental Leave?**

Contact should occur between a manager and employee on Parental Leave at least 6 weeks prior to the employee’s scheduled return to work to confirm their return date and discuss their return.

The employee is entitled to return to their pre-Parental Leave position or, if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay.

Some employees returning from leave also request flexible work arrangements, which are considered on a case by case basis by the Company (see the Flexible Work Arrangements Policy). Employees are encouraged to consider and discuss any such arrangements with their manager at the earliest opportunity to ensure appropriate consideration and planning before the scheduled return date.

### III.3. Leave Without Pay

#### III.3.1. Interaction with other leave

Provided the leave is approved, leave without pay does not break your continuity of service.

However, periods of leave without pay generally do not count as service and, accordingly, no leave or other employment entitlements will be accrued during the period of unpaid leave, subject to legislation.

#### III.3.2. Public holidays during leave periods

Public holidays observed during leave without pay shall form part of the leave and will not be paid, except during any Annual Shutdown (see section 3.4).

#### III.3.3. Approval procedure

Applications for Leave without Pay are to be made in your ESS Portal (or other payroll system used by your business).

### III.4. Compassionate Leave

Compassionate leave is leave of up to 3 days per occasion, and is paid leave for employees other than casuals; and unpaid leave for casual employees.

Please note this section relates to entitlements under the Fair Work Act. More generous entitlements exist under some States/ Territories under separate legislation. Queries should be directed to your local People & Culture representative.

Compassionate leave is available on each occasion when a member of your Immediate Family Member (see section 4.5) or a member of your household:

- contracts or develops a personal illness that poses a serious threat to their life; or
- sustains a personal injury that poses a serious threat to their life; or
- passes away

If an Immediate Family Member dies outside of Australia, we will provide an additional 2 more days paid leave to attend the funeral of that person outside Australia, for employees other than casuals. Additional leave may also be approved in these circumstances.

To be eligible for payment during a period of Compassionate Leave, you must give us any evidence that we reasonably require of the illness, injury, or death.

### **III.4.1. Approval procedure**

Applications for Compassionate Leave are to be made in your ESS Portal (or another payroll system) and authorised by your immediate manager.

## **III.5. Long Service Leave**

You are entitled to Long Service Leave in accordance with applicable legislation. Details are available from your local People & Culture or payroll team representative.

The minimum period of Long Service Leave that can usually be authorised is 7 consecutive calendar days.

### **III.5.1. Approval procedure**

Applications for Long Service Leave are to be made in your ESS portal (or another payroll system).

## **III.6. Community Service Leave**

### **III.6.1. What is community service leave?**

The Fair Work Act provides that if you engage in an eligible community service activity you are entitled to be absent from work in certain circumstances.

An “**Eligible Community Service activity**” is:

- jury service (including attendance for jury selection) that is required by law; or
- a Voluntary Emergency Management activity (e.g., SES services)

An eligible Community Service activity does not include defence/military services (Refer to Clause 9 for Military Leave).

### **III.6.2. When can I be absent from work for community service leave?**

If you engage in an Eligible Community Service activity you can be absent from work:

- When you are engaging in an Eligible Community Service activity
- For any reasonable travelling time associated with the activity; and
- Any reasonable rest time immediately following the activity (in consultation with your manager)

In addition, unless the activity is jury service, your absence must be reasonable in all the circumstances.

### **III.6.3. What is a voluntary emergency management activity?**

A “**Voluntary Emergency Management activity**” covers those activities where you are:

- engaging in an activity that involves dealing with an emergency or natural disaster
- engaging in that activity on a voluntary basis (whether or not you are directly or indirectly receiving an honorarium, gratuity, or similar payment as a result of doing the activity); or
- a member of, or have a member like association with a recognised Emergency Management Body

A voluntary emergency management activity does not include defence/military services (Refer to Clause 9 for Military Leave).

### **III.6.4. What is a recognised emergency management body?**

A “**Recognised Emergency Management Body**” is:

A body that has a role, function or plan that is for coping with emergencies and/or disasters and is prepared by the Commonwealth, a State, or a Territory; or

Any other body whose substantial purpose is securing the safety of persons or animals, protecting property, or otherwise responding to an emergency or natural disaster.

### **III.6.5. Do I get paid for community service leave?**

#### **Jury service**

Employees, other than casuals, who are absent from employment because of jury service are entitled to paid jury service leave of up to 10 days. Paid jury service leave means the difference between the employee’s usual wage and any amount paid to the employee in respect to jury service by the Government or other relevant authority. The

Company pays the employee’s usual wage for the first ten days, and the employee is required to:

- take all necessary steps to obtain any amounts to which they are entitled for jury service from the Government or relevant authority, and
- either nominate us as the payee of these amounts, or reimburse amounts received to us within 14 days of receiving payment. If required by us, the employee must also:
- provide evidence that they have taken all necessary steps to obtain any amount to which you are entitled for jury service from the Government or relevant authority; and
- provide evidence of the amount that has been paid or is payable by the Government or relevant authority

Further leave required for the purpose of jury service beyond 10 days is unpaid unless annual leave or long service leave is taken. In some states additional pay may exist. Please speak to payroll or your local People and Culture representative.

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### **Other community service leave**

This leave is unpaid. There is no payment for community service leave other than jury service leave (see above).

What am I required to do before I take community service leave?

### **For jury service**

You should notify your manager as soon as you receive a summons for jury service.

If you attend in response to a summons and are empaneled to serve on a jury, you should notify your manager as soon as you can.

Please attach to your application a copy of the summons from the court notifying you that you are required for jury service.

### **For other community service leave**

You are required to notify your manager of your proposed community service absence as soon as practicable (which may be a time after the absence has started). You must also inform your manager of the period or expected period of your absence. You may be required to provide your manager with evidence that would satisfy a reasonable person that your absence is required for the purpose of engaging in an Eligible Community Service activity.

### **III.6.6. Approval procedure**

Applications for community service leave are made through your ESS portal (or another payroll system) and are authorised by your immediate manger.

### **III.7. Military Leave**

We support service with the Defence Force Reserves and will grant periods of leave in certain circumstances, in accordance with applicable legislation. All requests for military service should be referred to People & Culture.

### III.8. Family & Domestic Violence Leave and Support

We recognise that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work and we are committed to providing support to staff that experience domestic violence.

#### III.8.1. Leave options

A full-time or part-time employee experiencing domestic violence will have access to 5 days per year of paid special leave for medical appointments, legal proceedings and other activities related to domestic violence.

This leave may be taken as consecutive or single days. Casual employees may access 5 days unpaid leave. It does not accrue from year to year.

An employee who supports a person experiencing domestic violence may access their Carer's Leave to accompany them to court, to hospital, or to mind children.

**Domestic violence** includes physical, sexual, financial, verbal, or emotional abuse by an immediate family member. Proof of domestic violence may be required and can be in the form of an agreed document issued by the Police Service, a Court, a Doctor, a Domestic Violence Support Service or Lawyer.

#### III.8.2. Additional Support

In order to provide support to an employee experiencing domestic violence and to provide a safe work environment to all employees, we will seek to approve any reasonable flexible working request from an employee experiencing domestic violence. This includes requests relating to:

- changes to their span of hours or pattern or hours and/or shift patterns
- job redesign or changes to duties
- relocation to suitable employment within the group
- a change to their telephone number or email address to avoid harassing contact
- any other appropriate measure including those available under existing provisions for family; and
- friendly and flexible work arrangements

#### III.8.3. How to access help

All employees have access to the Employee Assistance Program for professional guidance and support.

An employee experiencing domestic violence may raise the issue with their immediate manager or People & Culture representative. The manager may seek advice from People and Culture.

Where requested by an employee, People & Culture will liaise with the employee's Manager on the employee's behalf and will make a recommendation on the most appropriate form of support to provide.

All personal information concerning domestic violence will be kept strictly confidential. No information will be kept on an employee's personnel file without their express permission.

### **III.9. Public & Religious Holidays**

#### **III.9.1. Public holidays**

RGF generally observes the standard public holidays in your State, Territory or regional area that may change from year to year.

#### **Entitlement to day-off**

Whether you are entitled to a day off on a public holiday (with or without payment) will depend on your particular terms and conditions of employment, including any relevant industrial instrument. We may reasonably request that you work on a public holiday.

Casual employees who do not work on a public holiday are not entitled to payment.

#### **III.9.2. Religious holidays**

We respect the rights of our employees to observe their religious holidays and, whenever possible, allow accrued annual leave to be used in these circumstances (see section 3, Annual Leave) or leave without pay if you are a casual employee or have exhausted your annual leave balance. Employees should provide reasonable advance notice to their manager of intended leave.

### **III.10. Purchased Leave**

#### **III.10.1. What is Purchased Leave?**

Full-time and part-time employees employed by RGF have access to Purchased Leave, with their manager's approval.

Additional leave is purchased via a corresponding reduction in TFR payments. The leave you purchase then accrues progressively through that 12-month period, in the same way as annual leave. However, you can access the progressive amount of additional leave as you accrue it throughout that 12-month period (subject to your manager's approval).



### **III.10.2. How much will Purchased Leave cost each pay?**

1 week of Purchased Leave costs 1/52 of your Total Fixed Remuneration (TFR). For example, if your TFR is \$65,000, 1 week of Purchased Leave will cost \$1,250. So, if you are paid monthly, you will pay 1/12 of this amount each month (e.g., \$104). Payroll performs an exact calculation and makes the appropriate deduction from your TFR before tax, each pay until you cancel the arrangement. If your TFR changes, the cost of Purchased leave will change.

Your Purchased Leave arrangement will continue unless you contact your payroll team to cancel. This means, for example, if you only wish to purchase additional leave for one year, you will need to ensure you contact payroll at the end of that year to cancel. Please also advise your manager prior to cancelling the arrangement.

### **III.10.3. How much Purchased Leave can I access?**

Provided you and your manager agree, you may sign up to purchase between 1-4 weeks additional leave per year.

### **III.10.4. When can I use my Purchased Leave?**

Access and approval to use the leave is exactly the same as Annual Leave. However, you may also be able to cash out Purchased Leave if required.


### **III.10.5. Excessive accrual of purchased leave**

The intent of the additional purchased leave is for it to be taken during the year in which it is accrued. We will discuss with you if, in combination with annual leave, you accumulate a balance greater than 6 weeks. We may cancel any further purchased leave deductions and accruals in circumstances where you cannot take the leave in the agreed period.

If, for any reason, this leave has not been used by the time your employment ends, the leave will be paid out on termination at the original purchase price.

### **III.10.6. Approval procedure**

Applications to purchase additional leave are made through your ESS portal (or another payroll system).

	<b>RGF Staffing APEJ Anti-Bribery &amp; Corruption Policy</b> March 2022	<b>Legal</b> 7 Pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>All Staff</li> </ul>	
<b>Contact person:</b>	Chris Riorden, Legal	
<b>Policy owner:</b>	Mark Graham, Chief People Officer	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>		<ul style="list-style-type: none"> <li>Delegation of Authority Policy</li> <li>Code of Conduct &amp; Values</li> <li>Whistleblower Policy</li> <li>Discipline &amp; Misconduct Policy</li> <li>Conflict of Interest Policy</li> <li>Travel &amp; Expenses Policy</li> <li>Procurement and Purchasing Procedure</li> <li>Sponsorship &amp; Donation Guidelines</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
1 March 2022	01 March 2022	Updated Template
<b>Approved by:</b>		<b>Approved on:</b>
Chris Riorden		01 March 2022
<b>Group Policy compliance</b> Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.		

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## I. PURPOSE OF THE POLICY

*This Policy sets out prohibitions and mandatory requirements to ensure that corruption, bribery, and similar practices do not occur in RGF Staffing APEJ's business. RGF Staffing APEJ prohibits any activity that seeks to bribe or improperly influence a Public Official to act in a way that differs from that official's proper duties, obligations, or standard of behaviour.*

## II. SCOPE OF THE POLICY

*This policy applies to all directors, officers, and employees of RGF Staffing APEJ and all subsidiaries, contractors, consultants, or agents. This Policy supplements any other RGF Staffing APEJ policies.*

*Any queries regarding how this Policy applies to a particular event should be directed to your manager or General Counsel or the Risk and Compliance Manager.*

## III. COMPULSORY ITEMS

*Acceptance of Gifts and Hospitality.*

*Other employment and business interests.*

## IV. GOLDEN RULES

*If you are unsure how this policy applies, ask your Manager, General Counsel, the Chief People Office or the Risk and Compliance Manager.*

## V. GLOSSARY

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Official term	Explanation
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## 1. Definitions

For the purpose of this Policy:

**Bribe(s) or Bribery** includes providing, promising, or offering to pay, any benefit (monetary or otherwise) to a Public Official or someone in business, either directly or indirectly (for example through a third party intermediary), in order to obtain or retain or secure a commercial advantage for RGF Staffing APEJ or to induce or reward the recipient, or any other person, for acting improperly.

**Business Partner** includes any person or entity which acts for or on behalf of RGF Staffing APEJ, including agents, distributors, advisers, joint venture partners, consultants, contractors or sub-contractors, introducers, finders, and political lobbyists.

**Employees** include all directors, officers, and employees (internal and temporary) of RGF Staffing APEJ.

**Facilitation Payments** means unofficial payments (usually of a small value) made with the purpose of expediting or facilitating the performance by a Public Official of a routine government action. They are a form of bribery and are prohibited.

**Item(s) of Value** includes cash, travel, gifts, meals, scholarships, entertainment, hospitality, or other types of benefits;

### **Public Official includes:**

- Any person employed by or acting on behalf of or in the service of any Government Agency or a public international organisation (such as the United Nations, World Bank, or International Monetary Fund);
- An official or employee of a government or government owned enterprise or regulatory body;
- Any political party or political party official or candidate for office;
- Any person performing a public function;
- Any person holding a public office, including a legislative or administrative or judicial office;
- An individual who holds or performs the duties of an appointment, official or position created by custom or convention, including some members of royal families and some tribal leaders;
- Any person who is, or holds themselves out to be, an authorised intermediary of a Public Official; or
- A relative of an associate of such a Public Official.

## 2. Summary of Prohibited Conduct

RGF Staffing APEJ strictly prohibits its employees from engaging in bribery or any form of corruption. This means RGF Staffing APEJ Employees must not:

- Offer, promise, give, solicit or accept any Bribe or Facilitation Payment;

- Engage or deal with Business Partners, including joint venture partners, in a manner contrary to this Policy;
- Offer or provide Items of Value to Government Officials which is likely to secure a commercial or business advantage to RGF Staffing APEJ;
- Make any contributions to political parties, campaigns, or candidates on behalf of RGF Staffing APEJ;
- Make any Charitable Donations which are, or could be perceived to be a Bribe;
- Falsify any book, record or account relating to RGF Staffing APEJ's business;
- Cause, authorise, condone, or ignore any conduct which is believed or suspected to be contrary to this Policy or any anti-corruption laws, or aid or abet such conduct. All such conduct, or suspected conduct, must be reported

If you have any doubt about whether particular conduct may breach this Policy, or have any questions regarding its application, please contact your manager or any one of the following:

- General Counsel
- Chief People Officer
- Risk and Compliance Manager

### **3. Bribery and Facilitation Payments**

RGF Staffing APEJ prohibits Bribery or the making of Facilitation Payments.

In particular, RGF Staffing APEJ and its Employees must not promise, offer, provide (or cause to be provided) any Bribe or Facilitation Payment whether directly or indirectly, with the intention of securing business or a business advantage for RGF Staffing APEJ. This applies when dealing with private enterprises and individuals, as well as Public Officials.

No Employee will be penalised, or be subject to other adverse consequences, for refusing to pay Bribes or Facilitation Payments, even if it may result in RGF Staffing APEJ losing business.

An Employee will not be regarded as having breached this Policy if a payment or benefit is provided to a Public Official or another party as a result of fear of imminent risk to personal safety. In such circumstances, the Employee must immediately notify his/her manager and Risk and Compliance Manager as soon as practicable.

### **4. Engagement and dealings with Business Partners**

RGF Staffing APEJ is committed to promoting ethical practices by all its Business Partners and has zero tolerance of any corrupt or inappropriate conduct by Business Partners acting for or on behalf of RGF Staffing APEJ.

All Employees must follow all relevant due diligence checks, in relation to engaging Business Partners including referral to the Credit Team for financial report checks.

## 5. Gifts, Entertainment, and other Benefits

Gifts, entertainment, and other Benefits can be the basis for bribery or be viewed as being made in order to obtain an improper commercial advantage or to influence a relationship.

In all cases, Employees must consider the Conflicts of Interest Policy, the Delegated Authority Policy and follow the relevant Divisional SOP and the Travel & Expenses Policy in relation to the provision or receipt of gifts, entertainment, or travel.

If you have any doubt about whether the provision or receipt of gifts, offer of hospitality entertainment travel or other Benefit may breach this Policy, please contact the Risk and Compliance Manager for guidance.

## 6. Donations

### Political Donations

RGF Staffing APEJ, its Employees and Business Partners must not grant financial or any other support or assistance to political parties, political campaigns, individual politicians, government departments or administrative bodies on behalf of RGF Staffing APEJ.

Employees and Business Partners who make political donations in their personal capacity must make it clear that it is not on behalf of RGF Staffing APEJ.

### Charitable Donations

RGF Staffing APEJ encourages its Employees to support local community initiatives by making donations or performing volunteer work. Charitable Donations must not be made, offered, or promised by any RGF Staffing APEJ Employee on RGF Staffing APEJ's behalf without first obtaining approval from the appropriate Business Unit Leader pursuant to the CMG Delegation of Authority Policy. Employees may make Charitable Donations in their personal capacity.

## 7. Books and Records

Accurate records of all RGF Staffing APEJ transactions must be maintained. The falsification or mis-description of any record or account of RGF Staffing APEJ is prohibited.

All receipts and expenditures must be supported by source documents that describe them accurately.

Employees are prohibited from making any payments personally in an attempt to evade the requirements of this Policy.

## 8. Reporting Obligations

Any Employee or Business Partner, who becomes aware of any actual or suspected breach of this Policy, must report this to their manager or follow the process set out in RGF Staffing APEJ's Whistleblower Policy.

In the event that an Employee or Business Partner is uncertain of whether a breach of this Policy has occurred, they may also contact the RGF Staffing APEJ Compliance Hotline to make an enquiry:

**+61 2 9269 8600**

All persons should remain alert to any instances which may amount to bribery or any other improper conduct not meeting the standard of behaviour required under this Policy.

## **9. Disciplinary Action**

A breach of this Policy will be regarded as serious misconduct and may lead to disciplinary action, up to and including legal action or termination of employment.


Conduct in breach of this Policy may also breach applicable anti-corruption laws and result in criminal or civil penalties, including fines and imprisonment.

RGF Staffing APEJ requires full and open co-operation with any investigation undertaken by RGF Staffing APEJ into alleged or suspected corrupt activity or breach of this Policy (see the Discipline & Misconduct Policy). Failure to cooperate or to provide truthful information will be regarded as serious misconduct and may lead to disciplinary action, up to and including termination of employment.

## **10. Training and Monitoring**

General Counsel is responsible for the overall administration of this Policy. Training will be in-line with the Company Compliance training calendar.



	<b>Fraud Reporting Guidelines</b>	<b>&lt;Department&gt;</b>
	March 2022	3
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>All Staff</li> </ul>	
<b>Contact person:</b>	Chris Riorden, Legal	
<b>Policy owner:</b>	Mark Graham, Chief People Officer	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>		<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
3 March 2022	September 2021	Updated Template
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Chris Riorden, General Counsel		1 March 2022
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

## I. PURPOSE OF THE POLICY

*Fraud is a criminal act and is taken most seriously at RGF Staffing APEJ. These guidelines set out the procedure to be followed in the instance of employee and/or contractor-initiated fraud. Examples include supplying false timesheets or invoices, 'inventing' a false employee, and use of CMG or client orders to obtain goods, services, or monies for personal use.*

*There are very serious consequences for anyone who commits or is involved in a fraud, including recovery actions, fines, termination of employment or engagement and, potentially, imprisonment.*

*In relation to any other instances of suspected fraud, contact your manager (in the first instance) for direction, and if unsure, contact P&C or Legal for guidance, or otherwise action in accordance with CMG's Whistleblower Policy.*

## II. SCOPE OF THE POLICY

*This Policy applies to all employees of, and third parties acting for or on behalf of RGF Staffing APEJ, including Entities over which RGF Staffing APEJ has control or which are trading under the name of RGF Staffing APEJ.*

## III. COMPULSORY ITEMS

*Understanding the steps to report a fraud issue.*

## IV. GOLDEN RULES

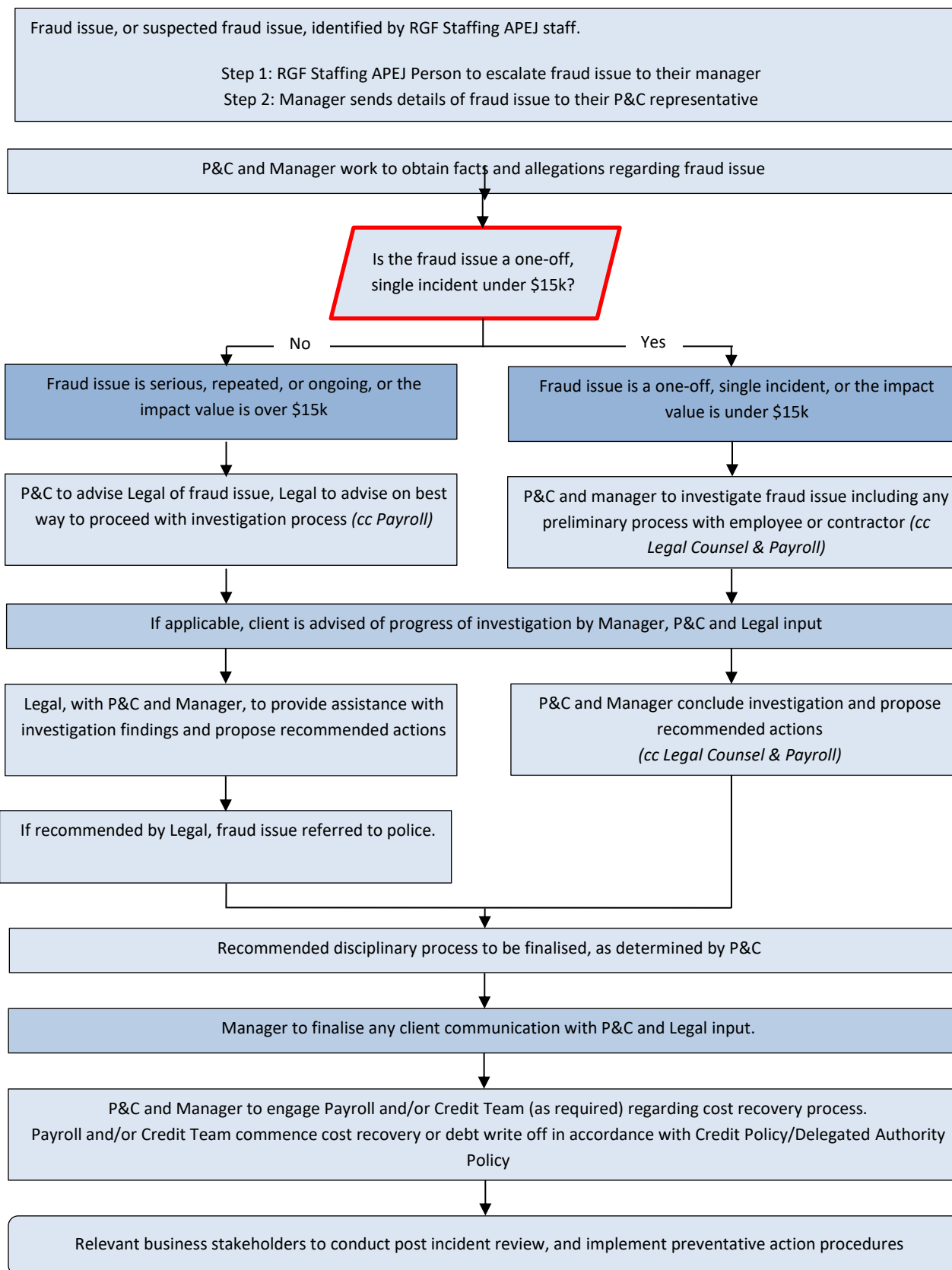
*Escalate fraud or suspected fraud to your manager immediately.*

## V. GLOSSARY

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Official term	Explanation
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# Whistleblower Policy

## Group Policy Document



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## Introduction

This Policy does not form part of any employment contract or other contract of engagement and may be changed by the Company at any time.

The current version of this Policy will be available on the Company intranet and on the website.

This Policy reflects the continued commitment of RGF Staffing APEJ and its related entities (the Company) to promoting ethical and responsible decision making and actions by our people. We expect all our people to behave ethically, lawfully and in accordance with Our Core Principles.

Unethical, unlawful or undesirable conduct is referred to in this Policy as “Misconduct”.

The purpose of this Policy is to:

- Promote an open and transparent culture within the Company;
- Identify and stamp out Misconduct;
- Encourage persons to report an issue if they have reasonable grounds to suspect that the Company or any officer, employee or agent of the Company has:
  - not behaved ethically,
  - has breached the law,
  - has not complied with our Code of Conduct or
  - has been involved in other misconduct, such as fraud or negligence or abuse of human rights;
- Provide a process for potential Whistleblowers to raise matters in the knowledge that the matters will be taken seriously and treated as confidential without the fear of reprisal or victimisation.

## Scope and application

This Policy applies to all reports of Misconduct (as defined by this Policy) relating to the Company or an officer, employee or agent of the Company.

This Policy does not apply to personal work-related grievances (such as an interpersonal conflict, decisions relating to promotions, decisions relating to terms and conditions of engagement, or decisions relating to suspensions and terminations of employment).

If this Policy differs from applicable law, the Company will apply the applicable law to the extent of any inconsistency. If you have any concerns about what is proper conduct, it is expected you will do the right thing and raise your concern with the appropriate Company representative; in most cases, your immediate manager is the best person.

## What constitutes misconduct?

Misconduct for the purposes of this Policy is any conduct that is unethical, unlawful, or improper, or the deliberate concealment of such conduct by the Company or any officer, employee or agent of the Company.

It includes circumstances where the Whistleblower has reasonable grounds to suspect:

- Financial irregularity, fraud or negligence;
- Corruption, bribery or similar behaviour within the meaning of the Company's Anti Bribery and Corruption Policy;
- Unlawfulness or illegality;
- Fraud or any improper state of affairs or circumstances in relation to the Company or another person or the tax affairs of the Company or another person;
- Endangerment of the health and safety of others or otherwise conduct that creates a danger to the public or financial system;
- Dishonest or other irregular dealings with customers and suppliers;
- Abuses of human rights including occurrences of modern slavery in the Company's operations or its supply chain;
- Any offence against any law of the Commonwealth that is punishable by imprisonment for a period of 12 or more months.

The Company encourages the reporting of all matters where there are reasonable grounds to suspect there has been Misconduct and the report is based on information that is directly known to the Whistleblower.

## Who may be a whistleblower?

Anyone who makes a report about Misconduct in accordance with this Policy is a Whistleblower. A report can be made anonymously. A person may make a report under this Policy if the person:

- Is or was an officer or employee of the Company, including those who are employed by the Company to work directly for customers and/or at customer sites;
- Is or was an unpaid work participant or other the Company site-based person. For example, work experience students, exchange workers, and employees of customers who work from a Company site;
- Is or was an associate of the Company as defined under the Corporations Act, such as any director or company secretary of the Company;
- Is or was a supplier, or employee of a supplier; including independent contractors of the Company;
- A relative or dependent of any individual referred to in any of the dot points above (this includes a spouse, parent, child, grandchild, and sibling).



# How to report

## Reporting to RGF Staffing APEJ

Reports should be made to a the RGF Whistleblower Protection Officer (WPO). Reports may be made anonymously.

Whistleblower Hotline: +61 2 9269 8600

Email: [whistleblower@chandlermacleod.com](mailto:whistleblower@chandlermacleod.com)

Post: RGF APEJ CHIEF WPO  
Level 5, 345 George Street  
Sydney 2000 NSW  
(marked Private & Confidential)

All reports received by phone, email or post (as listed above) are received by the Chief WPO who an independent member of the Risk and Compliance team.

An alternative WPO is the Company Secretary, contact details set out below:

Company Secretary: [COSEC@chandlermacleod.com](mailto:COSEC@chandlermacleod.com)

Reports may also be made to any Director or Senior Manager of the Company.

## Reporting outside Chandler Macleod Group

In the event you wish to report Misconduct to a person other than the Company, you can make a report to:

- An auditor of the Company
- The Australian Taxation Commissioner or a registered tax agent or BAS agent (for the case of tax related matters only);
- The Australian Securities and Investments Commission;
- The Australian Prudential Regulation Authority;
- The Australian Federal Police;
- A legal practitioner.

## Confidentiality and anonymity

All reports of Misconduct made under this Policy will be treated in a manner that is confidential. The Company will not reveal your identity unless you have provided consent or it is required by law, for example, if the Company is required to disclose your identity to the Australian Federal Police, or to allow the Company to obtain legal advice. Reports received anonymously are accepted.

# Protection and support

## **Protection against victimisation**

the Company is committed to providing a fair, supportive and protected process for all Whistleblowers. The Company will ensure that measures are taken to protect you even if any report you make in accordance with this Policy is subsequently determined to be incorrect or is not substantiated.

Reprisals or threats of reprisals will not be tolerated by the Company. The Company will not, and will ensure that its officers, employees and agents will not terminate, demote, suspend, threaten, harass or in any other manner discriminate or engage in detrimental conduct against an eligible Whistleblower because of a report under this Policy. Any the Company officer, employee or agent who retaliates against an actual or potential Whistleblower, or other party involved in the process of reporting any Misconduct in accordance with this Policy, will be subject to disciplinary action. Our people are reminded that in certain circumstances, victimisation of Whistleblowers can constitute a criminal offence.

It is important for you to be aware that, in addition to this Policy, certain statutory protections and private rights are available to Whistleblowers under Australian legislation.

## **Support and Welfare**

The Company treats people's wellbeing as a priority. If you make a report to a WPO, the WPO will discuss with you and take appropriate measures to ensure you are supported during the reporting and investigation process.

Employees and their family members have access to our Employee Assistance Program (EAP) a confidential and professional counselling and support service.

# How We investigate

All reports of Misconduct will be treated seriously and will be fully investigated. Investigations will be independent of any person(s) or business unit who is the subject of the report.

Investigations will be undertaken by a WPO, any delegate of the Company approved by a WPO or by a third party. For example, external legal, tax or accounting advice may be required to assist in the investigation.

Where investigations substantiate an allegation, the matter will be dealt with in accordance with established administrative or disciplinary procedures. This may result in disciplinary action, including termination of employment for the person(s) involved.

Any matters of a criminal nature will be reported to the police and, if appropriate, other appropriate regulatory authorities. The WPO will inform you of the outcome of the investigation, where it is appropriate.

### **Disciplinary Action**

There will be no disciplinary action against you if your report was made in accordance with this Policy but is unable to be substantiated or is found to be untrue. You may be subject to internal disciplinary action if you are implicated in the Misconduct you report.

## **Fair treatment**

The Company recognises that its employees who are involved in matters that are the subject of a report may also need support.

The Company and the WPO will not disclose the identity of any individual who may be involved in the subject matter of a report, except as required by the assessment and investigation process and except as set out in this Policy.

The Company will take steps so that at the appropriate time individuals who are involved in or directly affected by the report are:

- Informed of the substance of the allegation(s);
- Given a fair and reasonable opportunity to answer the allegation(s) before a final decision is made;
- Informed as to the substance of any adverse comment that may be included in a report arising from the investigation;
- Able to include their response in the investigator's report.

## **Related policies**

- Code of Conduct Policy
- Anti-Bribery and Corruption Policy
- Complaints & Grievances Policy
- Conflict of Interest Policy
- Discipline & Misconduct Policy
- Group Accounting Policy
- Occupational Health & Safety Policy
- Governance Policy
- Modern Slavery Statement
- Human Rights Statement
- Tax Compliance and Corporate

# Document Control

Version	Author	Changes	Date	Approver	Date Valid
V4.1	Risk Manager	Re-brand only	01/04/2022	CEO/CFO	01/08/2021
V4.0	Risk Manager	Various updates	28/07/2021	CEO/CFO	01/08/2021
V3.0	Risk Officer	Incl PB	04/09/2019	EGM Legal	04/09/2019
V2.0	Legal & Risk	General review	01/11/2018	EGM Legal	15/11/2019
V1.0	Legal & Risk	Create	June 2018	EGM Legal	01/06/2018

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