

ADCORP HOLDINGS LIMITED – WORKPLACE HEALTH AND SAFETY POLICY

Process Area	Health, Safety & Environment	Policy Owner:	Group Safety, Risk & Compliance Manager
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This policy is applicable to the Adcorp Group of companies, its affiliates and subsidiaries in Australia in which it operates hereinafter referred to as "Adcorp".

Policy Summary:

The Adcorp Workplace Health and Safety (WHS) Policy establishes the organization's commitment to eliminating or minimizing risks to ensure a safe physical and psychological environment for all employees, contractors, and visitors within its Australian operations. Compliant with federal and state WHS legislation, the policy establishes a framework of shared responsibility where management provides safe systems of work and training, while workers are required to take reasonable care of their own safety and report hazards immediately. Furthermore, the document mandates specific protocols for managing psychosocial hazards, conduct during work-related social events, and emergency incident reporting.

Approved by:

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1. POLICY STATEMENT AND COMMITMENT

Adcorp is a Person Conducting a Business or Undertaking (PCBU) under Australian work health and safety legislation. We are committed to providing and maintaining a healthy and safe work environment for all our workers, including employees, contractors, volunteers, and visitors. This commitment extends to ensuring that our work does not adversely affect the health and safety of others.

Our primary goal is to eliminate or, where that is not reasonably practicable, minimise risks to the health, safety, and well-being of all individuals within our workplace. We believe that WHS is a shared responsibility and requires the active participation and cooperation of all members of our team.

2. OUR OBLIGATIONS AND GOVERNING LEGISLATION

Adcorp is committed to complying with all relevant federal and state WHS legislation, regulations, codes of practice, and industry standards. This includes, but is not limited to:

Work Health and Safety Act 2011 (Cth): This is the primary piece of legislation governing WHS in Australia, establishing the duties of various parties including the PCBU, officers, and workers.

Work Health and Safety Regulations 2011 (Cth): These regulations provide more specific detail on how to meet the duties outlined in the Act.

Relevant State or Territory WHS Acts and Regulations: As WHS laws are harmonised but administered at a state and territory level, we will comply with the specific legislation of the jurisdiction(s) in which we operate. **Refer to Appendix A.**

Codes of Practice: We will refer to and follow the practical guidance provided in relevant codes of practice to meet our WHS duties.

This policy should be read in conjunction with:

- AHA-HR-PO-002 Sexual Harassment Prevention Plan
- AHA-HR-PO-007 Adcorp Psychosocial Policy
- AHA-HR-PO-008 Anti-Discrimination Harassment and Bullying Policy
- AHA-HR-PO-012 Drugs and Alcohol Policy

3. ROLES AND RESPONSIBILITIES

Management (PCBU and Officers) Responsibilities:

Adcorp's management is responsible for, as far as is reasonably practicable:

- Providing and maintaining a safe physical and psychological work environment, including facilities.
- Providing and maintaining safe systems of work, plant, and substances.
- Ensuring the safe use, handling, and storage of plant and substances.
- Providing adequate information, instruction, training, and supervision to enable all workers to perform their work safely.

- Consulting with workers on matters that may affect their health and safety.
- Ensuring the health of workers and the conditions at the workplace are monitored to prevent illness or injury.
- Developing, implementing, and regularly reviewing WHS policies and procedures.
- Implementing incident reporting and response mechanisms.

Employee Responsibilities:

All workers, including employees, contractors, and volunteers, have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as they are reasonably able, with any reasonable instruction given by Adcorp regarding WHS.
- Cooperate with any reasonable WHS policy or procedure that has been communicated to them.
- Report all hazards, incidents, and near misses immediately.
- Use provided safety equipment and personal protective equipment (PPE) as instructed.

4. PSYCHOSOCIAL HEALTH AND SAFETY

Adcorp recognises that a safe work environment includes protecting the psychological health of our workers. We are committed to identifying, assessing, and managing psychosocial hazards, which can cause psychological or physical harm.

Management of Psychosocial Hazards:

Adcorp will, so far as is reasonably practicable, manage psychosocial hazards by:

Consultation and Communication: We will actively consult with workers to identify and address psychosocial hazards. This includes providing clear communication about work roles, expectations, and any changes that may affect them.

Risk Assessment: We will systematically identify and assess factors in the design or management of work that could lead to work-related stress, such as:

- High or low job demands and workload.
- Low job control.
- Lack of support from managers and colleagues.
- Poor role clarity.
- Workplace conflict, bullying, harassment, and discrimination.
- Exposure to traumatic events.
- Poorly managed organisational change.
- Lack of reward and recognition.

Control Measures: We will implement control measures to eliminate or minimise the risks associated with identified psychosocial hazards. This may include:

- Providing appropriate training and supervision.
- Implementing clear policies and procedures for reporting and addressing inappropriate behaviour.
- Fostering a supportive and respectful workplace culture.
- Ensuring fair and consistent management practices.
- Providing access to employee assistance programs (EAP) or other support services.

4.1 WORK-RELATED SOCIAL EVENTS

Adcorp acknowledges that WHS responsibilities apply to any work-related event, including social activities and celebrations. The organisation will take reasonably practicable steps to manage risks at these events, including supervision, behaviour expectations, alcohol management and incident reporting. Workers must act safely, uphold Adcorp policies and report hazards or incidents that occur at or during travel to and from these events.

Management Responsibilities

Management is responsible for:

- Selecting venues and activities that are suitable and safe for workers and guests.
- Ensuring appropriate supervision and the presence of a designated contact person.
- Ensuring safe access and egress, including consideration of lighting, crowding, weather and mobility needs.
- Managing the availability and service of alcohol and ensuring food, water and non-alcoholic options are provided.
- Providing information to workers about expected standards of behaviour, transport options and emergency procedures.

Worker Responsibilities

All workers participating in Adcorp social events must:

- Act responsibly and exercise reasonable care for their own health and safety and that of others.
- Treat colleagues, clients and guests with respect and uphold Adcorp's Code of Ethics and behavioural standards.
- Follow any instructions given by supervisors or designated event contacts.
- Report hazards, incidents or unsafe behaviour as soon as reasonably practicable.
- Make safe travel arrangements to and from the event.

5. INCIDENT REPORTING AND EMERGENCY PROCEDURES

All incidents, including injuries, illnesses, and near misses, must be reported immediately to a supervisor or manager. We are committed to investigating all incidents to determine their cause and implement corrective actions to prevent recurrence.

In addition, all incidents, near misses or concerns arising at a work-related social event must be reported as soon as practicable. Adcorp will investigate incidents as required under WHS legislation and implement corrective actions to prevent recurrence.

In the event of an emergency, all workers must follow established emergency procedures, including evacuation plans and the direction of designated wardens. Emergency contact numbers and first aid provisions are clearly displayed throughout the workplace.

6. POLICY REVIEW

This policy will be reviewed periodically or as required, to ensure its ongoing effectiveness and compliance with legislative changes.

7. DOCUMENT HISTORY

The following table lists the changes made to this document:

Version	Date	Author	Change
1.0	3/12/2025		Original document
2.0	16/3/2026		Amended Section 2 to reference Appendix A

ANNEXURE A – RELATED DOCUMENTATION AND LEGISLATION

This policy should be read in conjunction with the following legislation and other Adcorp policies and documentation:

Australia:

Legislation applicable to Australia:

Work Health and Safety Act 2011 (Cth): The primary Act that outlines the general duties of PCBUs, officers, and workers. It provides the overarching framework for WHS across Australia.

Work Health and Safety Regulations 2011 (Cth): These regulations provide specific rules and requirements for how to comply with the duties in the WHS Act.

State and Territory Legislation

New South Wales:

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2025 (NSW)

Victoria:

Occupational Health and Safety Act 2004 (VIC)

Occupational Health and Safety Regulations 2017 (VIC)

Queensland:

Work Health and Safety Act 2011 (QLD)

Work Health and Safety Regulation 2011 (QLD)

Western Australia:

Work Health and Safety Act 2020 (WA)

Work Health and Safety Regulations 2022 (WA)

South Australia:

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Tasmania:

Work Health and Safety Act 2012 (TAS)

Work Health and Safety Regulations 2012 (TAS)

Australian Capital Territory:

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

Northern Territory:

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)