

Work Health & Safety Policy

Concentis Pty Ltd "the Company" is committed Legally and Morally to providing a healthy and safe working environment for all workers, contractors and visitors.

To enable us to fulfil this commitment we will:

- Comply with all applicable WHS Legislation, Regulations, Codes of Practice and Australian Standards.
- Make this policy available to all workers and any other relevant party.
- Set measurable objectives within our organisation to ensure continuous improvement of safety.
- Encourage active participation, consultation and cooperation of all workers, contractors, visitors and other stakeholders such as host employers, in promoting and developing measures to improve health and safety at work.
- Ensure that we remain accountable for the health and safety of our workers and provide adequate resources to achieve this.
- Ensure all workers are aware of their obligations to comply with health and safety policies, procedures legislation and any reasonable and lawful instruction, to enable taking reasonable care of their own health and safety and to ensure that they do not adversely affect the health and safety of other persons.
- Ensure all workers are trained to do their job effectively and safely through appropriate inductions, information, training and supervision.
- Ensure safe systems of work exist at all worksites including the provision of and maintenance of the work environment, equipment and resources.
- Ensure all tasks are risk assessed and reviewed periodically so as to allow the work to be undertaken safely.
- Actively respond to and investigate all incidents, and to ensure any injured employee is returned to suitable work at the earliest possible opportunity.

Workplace Health and Safety leadership and legislative compliance is considered the responsibility of all Concentis Pty Ltd managers, workers, contractors, suppliers, visitors and host employers.

This policy will be reviewed at regular intervals to maintain relevance to Concentis Pty Ltd and its Workers.

Mark Medelis
Owner



February 2023

Return to Work & Injury Management Policy

Concentis Pty Ltd “the Company” is committed to workplace injury management systems and rehabilitation of workers who sustain a work related, injury or illness. Management supports the return to work and injury management process and recognises that its success relies on the active participation and cooperation of the injured worker, their treating doctor and the employer.

OUR COMMITMENTS;

- To be proactive in the prevention of injury and illness by providing safe and healthy work environments and safe systems of work for all our workers.
- To ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate and timely information about the injury and its cause.
- To provide appropriate injury management resources including an internal or external, trained Return to Work Coordinator where required.
- To provide appropriate training for Managers and Supervisors in their responsibilities in the return to work process in line with the Company’s Return to Work and Injury Management Program.
- To consult and participate in the development of an individual’s injury management and return to work plan and ensure that injury management commences as soon as possible following any event.
- To provide suitable duties wherever possible, and that tasks are productive, valued work within the worker’s skillset, that can be performed safely and without risk of re-injury or aggravation to the injury, or any risk to other employees.
- To investigate vocational redirection and training where any worker reaches maximum improvement but is still unable to achieve a full return to pre-injury duties.
- To treat all injured or ill workers with respect.
- To comply to our legislative obligations.
- To ensure we maintain currency of, and adequate levels of, Workers compensation insurance for the jurisdictions that we operate in and for the work types that we conduct.

OUR OBJECTIVES;

- To ensure that the primary focus of injury management is the safe and durable return to work of any work related injury or illness affected workers.
- To value and pursue early reporting of injuries so that the Return to Work & Injury Management program may be applied at the earliest opportunity.

- To recognise and promote that early reporting, diagnosis and treatment of injuries is our highest priority and that it is a normal expectation from our workers.
- To support the injured worker to ensure that an early return to work is a normal expectation of them.
- To arrange services with qualified medical providers in the vicinity of our worksites who specialise in injury treatment and rehabilitation of work related injuries.
- To provide suitable duties and monitor workers to ensure effectiveness and to avoid exacerbation of injury / illness.
- To consult with our workers and where applicable, worker representation, to ensure that the return to work program operates as it is intended.
- To ensure that participation in the return to work/rehabilitation process will not disadvantage workers.
- To maintain the confidentiality of injured worker records in line with privacy legislation.

This policy will be reviewed at regular intervals to maintain relevance to Concentis Pty Ltd and its Workers.

Mark Medelis

Owner



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February 2023

Quality Policy

Concentis Pty Ltd ('the Company') is committed to providing services and human resource capital to the highest possible quality standards and aspiring to exceed customer expectations.

To achieve desired outcomes the Company commits to:

- Engage with our personnel be they direct, remote, full time, permanent, casual or contract, to ensure that all are aware of our expected quality standards and asking that they contribute to improving those standards.
- Demonstrate leadership to all our workers through holding management as much as our workers, accountable for upholding and maintaining the expected quality standards.
- Conduct all activity with a customer focus by having a clear understanding of their objectives and delivering against those objectives.
- Achieving mutual satisfaction for all concerned through managing all worker and customer relationships and interactions with a high level of attention to detail.
- Maintaining a process driven approach to evaluating the delivery and quality of our services and personnel.
- Making decisions on quality improvements based upon evidence rather than sentiment.

Mark Medelis
Owner



February 2023

Privacy Policy

Concentis Pty Ltd ('the Company') and its offices, branches and related companies ("We" or "our" or "us") are committed to ensuring that when handling your personal information, including how your personal information is captured, collected, used, disclosed and stored, we do so in accordance with the Australian Privacy Principles under the Privacy Act 1988

APP Organization Privacy Policy

1. Introduction

We manage personal information in accordance with the *Privacy Act 1988* and *Australian Privacy Principles*.

You can request a copy of our full policy, or just read the parts that interest you. We only collect information that is reasonably necessary for the proper performance of our activities or functions.

We may decline to collect unsolicited personal information from or about you and take steps to purge it from our systems.

We manage personal information according to our usual information flow. There may sometimes be departures from our usual information flow.

By following the links in this document, you will be able to find out how we manage your personal information as an APP Entity under the Australian Privacy Principles (APPs).

You will also be able to find out about the information flows associated with that information.

1.1. APP Entity

Concentis Pty Ltd manages personal information, as an APP Entity, under the Australian Privacy Principles (APPs).

Because we may sometimes work as a contracted service provider to a range of Commonwealth, State and Territory government agencies, it might become necessary for us to collect and manage personal information as an Agency under different privacy arrangements.

If you wish to know whether this applies to you, please contact us 07 3186 6688.

1.2. Information Flow

When we collect your personal information:

- we check that it is reasonably necessary for our **functions or activities** as an On-hire firm
- we check that it is current, complete and accurate. This will sometimes mean that we have to cross check the information that we collect from you with third parties;
- we record and hold your information in our **Information Record System**
- we retrieve your information when we need to use or disclose it for our **functions and activities** as an On-hire firm. At that time, we check that it is current, complete, accurate and relevant. This will sometimes mean that we have to cross-check the information that we collect from you with third parties once again - especially if some time has passed since we last checked.
- subject to some exceptions and conditions, we permit you to access your personal information in accordance with APP:12.
- we **correct** your personal information in accordance with APP:13.
- we destroy or de-identify your personal information when it is no longer needed for any **purpose** for which it may be used or disclosed provided that it is lawful for us to do so. We do not destroy or de-identify information that is contained in a Commonwealth Record

2. Kinds of information that we collect and hold

Personal information that we collect and hold is information that is reasonably necessary for the proper performance of our **functions and activities** as an On-hire firm and is likely to differ depending on whether you are:

- a **Workseeker**;
- a **Client**;
- a **Referee**.

2.1. Workseekers

The type of information that we typically collect and hold about Workseekers is information that is necessary to assess amenability to work offers and work availability; suitability for placements; or to manage the performance in work obtained through us and includes:

- your name, contact details, skills, qualifications, accreditations and your employment history.
- We may also collect other types of your personal information such as references, police checks and employment objectives during the course of dealing with you, for example if you are considered for a particular employment position.

2.2. For Clients

The type of information that we typically collect and hold about Clients is information that is necessary to help us manage the presentation and delivery of our services and includes:

- roles, reporting lines, inter-personal communication, and cultural fit requirements within your organisation;
- business, social, or personal interests about which we may be able to provide news and information;
- celebration milestones and dates, preferred social media contact channels, etc that you choose to share with us.

2.3. For Referees

The type of information that we typically collect and hold about Referees is information that is necessary to help to make determinations about the suitability of one of our Workseekers for particular jobs or particular types of work and includes:

- your name;
- your relationship with and knowledge and opinions of our Candidate as relevant to the reference we are seeking;
- other background and contextual information as relevant to the reference we are seeking.
- your contact details for follow up (if necessary);
- confirmation of your identity and authority to provide a reference (if necessary).

3. Purposes

The purposes for which we collect, hold, use and disclose your personal information are likely to differ depending on whether you are:

- a **Workseeker**;
- a **Client**;
- a **Referee**.

3.1. For Workseekers

Information that we collect, hold, use and disclose about Workseekers is typically used for:

- work placement operations;
- recruitment functions;
- statistical purposes and statutory compliance requirements;

3.2. For Clients

Personal information that we collect, hold, use and disclose about Clients is typically used for:

- client and business relationship management;
- recruitment functions;
- marketing services to you;
- statistical purposes and statutory compliance requirements;

3.3. For Referees

Personal information that we collect, hold, use and disclose about Referees is typically used:

- to confirm identity and authority to provide references;
- for Workseeker suitability assessment;
- for recruitment functions;

4. How your personal information is collected

The means by which we will generally collect your personal information are likely to differ depending on whether you are:

- a **Workseeker**;
- a **Client**;
- a **Referee**.

We sometimes collect information from third parties and publicly available sources when it is necessary for a specific purpose such as checking information that you have given us or

where you have consented or would reasonably expect us to collect your personal information in this way.

Sometimes the technology that is used to support communications between us will provide personal information to us.

4.1. For Workseekers

Personal information will be collected from you directly when you fill out and submit one of our application forms or any other information in connection with your application to us for work.

Personal information is also collected when:

- registering or subscribing to our services or requesting further services on any of our websites;
- you contact us to report a problem with our websites or make any enquiry or query or comment; and
- you apply online for a job or work with Concentis Pty Ltd; you may need to provide (without limitation) information about your education, employment history, health, criminal history and accreditations. Your application will constitute your express consent to our use of this information, including to access your application and to allow us to carry out any checks, such as reference checking and other related activities as may be required of us under applicable law as an employer.

We may also collect personal information about you from a range of publicly available sources including newspapers, journals, directories, the Internet and social media sites. When we collect personal information about you from publicly available sources for inclusion in our records we will manage the information in accordance with the APPs and our Privacy Policy.

Photos & Images

We will request that you supply photographs, scan photo ID, or capture and retain video image data which is necessary for our functions or activities as an On-hire firm.

4.2. For Clients

Personal information about you may be collected:

- when you provide it to us for business or business related social purposes;

We may also collect personal information about you from a range of publicly available sources including newspapers, journals, directories, the Internet and social media sites. When we collect personal information about you from publicly available sources for inclusion in our records we will manage the information in accordance with the APPs and our Privacy Policy.

4.3. For Referees

Personal information about you may be collected when you provide it to us:

- in the course of our checking Workseeker references with you and when we are checking information that we obtain from you about Workseekers;

We may also collect personal information about you from a range of publicly available sources including newspapers, journals, directories, the Internet and social media sites. When we collect personal information about you from publicly available sources for inclusion in our records we will manage the information in accordance with the APPs and our Privacy Policy.

4.4. Electronic Transactions

Sometimes, we collect personal information that individuals choose to give us via online forms or by email, for example when individuals:

- ask to be on an email list such as a job notification list;
- register as a site user to access facilities on our site such as a job notification board;
- make a written online enquiry or email us through our website;
- submit a resume by email or through our website;
- use web-based application and placement management apps to submit identification documents, receive job offers, undertake inductions, or upload time sheets etc.

Some apps might invite you to use your social media log-in details (e.g.; Facebook or Google log-in user names and passwords).

It is important that you understand that there are risks associated with use of the Internet and you should take all appropriate steps to protect your personal information. It might help you to look at the OAIC's resource on Social Media & Online Privacy.

You can contact us by land line telephone or post if you have concerns about making contact via the Internet.

5. How your personal information is held

Personal information is held in our **Information Record System** until it is no longer needed for any purpose for which it may be used or disclosed at which time it will be de-identified or destroyed provided that it is lawful for us to do so.

We take a **range of measures** to protect your personal information from:

- misuse, interference and loss; and
- unauthorised access, modification or disclosure.

5.1. Our Information Record System

Information access to our information record system is confined to a hierarchy-based delegation of control which is managed by the Privacy Coordinator.

Information can be stored in the following various ways:

- Hard copy
- Electronic format – portable and electronic devices
- Cloud Storage

5.2. Information Security

Concentis Pty Ltd takes reasonable steps to keep personal information secure, accurate and up to date. The Internet is not always a secure method of transmitting information. Accordingly, while we seek to protect your personal information by implementing digital security systems in various parts of our website, Concentis Pty Ltd cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

Where we have links to websites outside Concentis Pty Ltd, we cannot ensure that your privacy will be protected in accordance with this policy. You should consult these other websites' privacy policies as we have no control over them and are not responsible for any information that is submitted to or collected by these third parties.

5.3. Data Breach Notifications & Response

In the event of a data breach, we would respond by measures appropriate to the nature and seriousness of the breach and the size and resources of our organisation taken in accordance with the [four steps](#) set out in the OAIC's data breach notification guidance and advice.

6. Disclosures

We may disclose your personal information for any of the **purposes** for which it is primarily held or for a lawful **related purpose**.

We may disclose your personal information where we are under a legal duty to do so. Disclosure will usually be:

- internally and to our related entities
- to our Clients
- to Referees for suitability and screening purposes.
- to our contracted service providers, insurers, professional advisors and others with a proper interest in receiving your personal information for a lawful related purpose.

6.1. Related Purpose Disclosures

We outsource a number of services to contracted service suppliers (CSPs) from time to time. Our CSPs may see some of your personal information. Typically, our CSPs would include:

- Software solutions providers;
- I.T. contractors, database designers and Internet service suppliers;
- Legal and other professional advisors;
- Insurance brokers, loss assessors and underwriters;
- Superannuation fund managers;
- Background checking and screening agents;

We take reasonable steps to ensure that terms of service with our CSPs recognise that we are bound by obligations to protect the privacy of your personal information and that they will not do anything that would cause us to breach those obligations.

7. Access & Correction

Subject to some exceptions set out in privacy law, you can gain access to your personal information that we hold.

Important exceptions include:

- Evaluative opinion material obtained confidentially in the course of our performing reference checks; and access that would impact on the privacy rights of other people.

In many cases evaluative material contained in references that we obtain will be collected under obligations of confidentiality that the person who gave us that information is entitled to expect will be observed. We do refuse access if it would breach confidentiality.

For more information about access to your information see our **Access Policy**.

For more information about applying to correct your information see our **Correction Policy**.

7.1. Access Policy

If you wish to obtain access to your personal information you should contact our Privacy Coordinator. You will need to be in a position to verify your identity.

Consistently with [guidance and advice](#) provided by the OAIC, we may impose a charge (provided it is not excessive) for retrieving and providing access to your personal information. Any such charge would be calculated having regard to:

- our staff costs in searching for, locating and retrieving the requested personal information, and deciding which personal information to provide to you;
- our staff costs in reproducing and sending the personal information;
- the costs of postage or materials involved in giving access

- the costs associated with using an intermediary – e.g., where access might be granted indirectly or to paraphrased information.

In determining the amount to charge, we would consider:

- our relationship with you;
- any known financial hardship factors;
- any known adverse consequences for you if you do not get access to the personal information.

7.2. Correction Policy

If you find that personal information that we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, you can ask us to correct it by contacting us.

We will take such steps as are reasonable in the circumstances to correct that information to ensure that, having regard to the **purpose** for which it is held, the information is accurate, up to date, complete, relevant and not misleading.

If we have disclosed personal information about you that is inaccurate, out of date, incomplete, irrelevant or misleading, you can ask us to notify the third parties to whom we made the disclosure and we will take such steps (if any) as are reasonable in the circumstances to give that notification unless it is impracticable or unlawful to do so.

8. Complaints

At Concentis Pty Ltd we aim to acknowledge receipt as soon as possible and commit to resolve all complaints no later than 30 days. However, there may be instances where this is not possible due to the contents of the complaint. In such circumstances, we will respond to your complaint in a reasonable and practical time. You may wish to contact the Australian Information Commissioner (OAIC) if you are not satisfied with our response to your complaint.

8.1. Complaints procedure

If you are making a complaint about our handling of your personal information, it should first be made to us in writing.

You can make complaints about our handling of your personal information to our Privacy Coordinator, on privacy@concentis.com.au or 07 3186 6688

You can also make complaints to the [Office of the Australian Information Commissioner](#) through the Commission's website and the means set out there.

Complaints may also be made to [RCSA](#) the industry association of which we are a member.

RCSA administers a [Code of Conduct](#) for the professional and ethical conduct of its members.

The RCSA Code is supported by rules for the resolution of disputes involving members.

NOTE: The RCSA Code and grievance intervention rules do NOT constitute a recognised external dispute resolution scheme for the purposes of the APPs; but are primarily designed to ensure the good professional conduct of the Association's members.

When we receive your complaint:

- We will take steps to confirm the authenticity of the complaint and the contact details provided to us to ensure that we are responding to you or to a person whom you have authorised to receive information about your complaint;
- Upon confirmation we will write to you to acknowledge receipt and to confirm that we are handling your complaint in accordance with our policy.
- We may ask for clarification of certain aspects of the complaint and for further detail;
- We will consider the complaint and may make inquiries of people who can assist us to established what has happened and why;
- We will require a reasonable time (usually 30 days) to respond;
- If the complaint can be resolved by procedures for **access and correction**, we will suggest these to you as possible solutions;
- If we believe that your complaint may be capable of some other solution we will suggest that solution to you, on a confidential and without prejudice basis in our response;

If the complaint cannot be resolved by means that we propose in our response, we will suggest that you take your complaint to any recognised external dispute resolution scheme to which we belong or to the Office of the Australian Information Commissioner.

Mark Medelis
Owner



February 2023

Fitness for Work Policy (D&A, Fatigue, Medical Conditions)

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing any potential harm associated with, or being caused by, people being impaired by, or under the effects of;

A) Drugs or alcohol whilst in the workplace – to achieve this, Concentis will publish and maintain a drug and alcohol program that consists of our D&A policy, our Drug and Alcohol Management Plan and any other procedures as may be directed by a host employer that is applicable to a worker operating at their site.

Prior to accepting a candidate as an on hire worker or a contractor, Concentis will refer to the host employer’s “worker engagement requirements” to determine if the candidate should undergo drug and alcohol testing as part of the application process and will conduct any tests as stipulated. Concentis will also at its sole discretion, test any applicant based upon any risk profiling of a host or of the tasks to be undertaken at the host site.

Under all circumstances a negative result is required for any initial engagement to occur and likewise for an existing worker to continue their engagement.

B) Fatigue – to achieve this, Concentis will consult with workers and host employers and agree in writing to suitable and legal hours of work and rest dependent upon the role functions and any applicable industrial awards and / or legal framework that applies.

Concentis will encourage our host employers to review worker hours and consult with workers to determine if work related and / or nonwork related fatigue could affect or is affecting the health and safety of our workers and if so, to implement risk management undertakings to remove or mitigate this risk.

We advise our workers of their obligation to ensure their own health and safety and that their actions should not create a risk for others in the workplace and as such, they are to consult with the host employer if they are affected by fatigue to seek sufficient rest or recovery time, if our worker is unable to achieve a suitable rest or recovery time from discussion with the host employer, they are to contact Concentis for resolution without fear of ramification.

For employees engaged at Rio Tinto sites, it is expected that the following essential fatigue management policies and processes are followed:

- Typical shifts should not exceed 12.5 hours per day;
- Up to 14 hour shifts require individual assessment of fitness for work;
- 14-16 hours requires formal risk assessment & Leader approval (Weipa) or Area Manager approval (Gove). Additional reassessment required prior to travelling home & transport required for both sites;
- Average weekly hours exceeding 56 weeks over a 4 week period requires a formal risk assessment and General Manager approval to exceed;
- 10 hour break between shifts. Less than this requires formal risk assessment and leader approval; and
- For Weipa site only - If employee is called out a risk assessment must be completed in consultation with the leader.

Further information regarding the specific Rio Tinto policies at each site, will be made available to Concentis employees from time to time, and such policies may be amended from time to time.

With regard to fatigue, all employees engaged at Rio Tinto sites have personal accountability to follow the above essential fatigue management directives. Failure to comply may result in an investigation being conducted by Rio Tinto and/or Concentis, and disciplinary action up to and including termination of employment will be considered.

C) Medical conditions – to achieve this, Concentis will consult with candidates or existing workers and as may be necessary, medical providers, to ascertain if any risks to the health and safety of the subject worker, or risks to others, may be posed by any specific medical condition that presents with the candidate or worker.

Where required for specific client “worker engagement requirements”, Concentis will have applicants complete a written comprehensive medical history report and to undergo a pre-employment medical examination (i.e, a functional capacity assessment) prior to an engagement to ensure that work health and safety obligations can be complied with and the inherent requirements of the role can be undertaken. Prospective workers will also be advised that if they knowingly supply false or misleading information on their medical history report, that they will not be entitled to compensation or damages under (the applicable) state workers compensation act or regulation for any event that aggravates the non-disclosed pre-existing injury or condition.

Mark Medelis



Owner

February 2023

Environmental Policy

Concentis Pty Ltd ('the Company') is committed to minimising the impact of its activities on the environment wherever possible and will assist our customers in striving to achieve zero environmental harm.

To achieve desired outcomes the Company commits to:

- Comply with all environmental legislation that relates to our Company activities.
- Minimise waste by assessing and evaluating our own activities to ensure they are as waste minimal as possible.
- Internally promote the recycling of materials and provide a means to do so wherever possible.
- Consult with our customers and host employers to understand if any environmental risks could be posed through our workers activities and to assist in controlling those risks.
- Assign responsibility for environmental safety to all levels of our workers and sub-contractors relevant to their work activities conducted at host employer sites.
- Workers will be instructed and held accountable to co-operate and comply with any host Company procedures and systems of work in relation to protecting the environment and the public from environmental hazards.
- It is expected that host employers will as a minimum;
 - Provide systems, equipment or materials for workers to prevent contamination of drainage systems or waterways due to a loss of containment.
 - Ensure procedures are in place for compliant and safe disposal of any dangerous or hazardous substance waste.
 - Seek energy efficiencies such as; vehicle fuel reductions through route mapping and load planning, electrical power savings by turning off lights and turning off unused equipment etc.
 - Maintaining all equipment and vehicles to required service schedules.
 - Seek out service providers and suppliers who demonstrate similar environmental commitments when evaluating any purchasing decisions.

Mark Medelis
Owner



February 2023

Drug and Alcohol Policy

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing any potential harm associated with, or being caused by, people being impaired by, or under the effects of Drugs and / or Alcohol;

The company has a zero tolerance policy regarding workers being under the influence of or being affected by drugs or alcohol in the workplace which could potentially also include prescription drugs. In the case of prescription drugs, all employees are obliged to obtain any required information from their physician and/or pharmacy as to any potential impairment or negative affects to their behaviour, judgement, or work performance and to report this to their manager for their consideration prior to commencement of any shift or workplace activity.

- The consumption of, or being affected by, alcohol or drugs anywhere in the workplace is strictly prohibited as being a serious threat to the safety of others.
- Illegal or illicit drugs are prohibited in every respect and must not be brought into the workplace, these drugs include: cannabis, opiates, amphetamines, cocaine and metabolites, benzodiazepines or any other stimulants commonly referred to as “party drugs” or “herbal” cannabis etc.
- For any worker using “medicinal marijuana” it is reasonably considered by Concentis that there could be effects to work performance as well as to safety in the workplace. As such it shall be recognised by all that any such substances whilst medicinal in nature, are considered drugs so will be subject to the same circumstances as being illicit if not prescribed, or if legally prescribed, subject to advising your manager prior to commencing any shift or workplace activity.

The company has a duty of care to have an employee cease work (“stand down”) immediately and become subject to drug and alcohol testing if reporting for work;

- Having been observed taking drugs or consuming alcohol at the workplace, or
- Reasonably suspected to be under the influence of drugs or alcohol, or
- If a worker behaves in a manner that indicates that they may be under the influence of drugs or alcohol.

At any other time, employees may be subject to drug and / or alcohol testing;

- After any incident or accident involving persons, plant or equipment, or
- As a consequence of random or blanket drug and alcohol screening, or
- Upon reasonable suspicion / probable cause / for cause, or
- Upon returning to work from an extended absence, or
- Retesting as a result of any prior positive test result.

Whilst attending official functions or events or representing the company, all workers are expected to behave in an appropriate manner, this includes;

- Not being under the influence of or being affected by drugs or alcohol, and / or
- Responsibly consuming alcohol so as to not be unruly or offensive, and / or
- Complying with state legislated alcohol limits (BAC / BrAC) for operation of vehicles, and / or
- Ensuring your own safe return home at the completion of company or company endorsed events.

Any worker found to be to be in breach of this company policy will be subject to the company’s drug and alcohol management plan (DAMP) or the disciplinary procedure as may be warranted in respect to the situation.

Mark Medelis



Owner

February 2023

Discrimination, Bullying, Harassment & EEO Policy

Concentis Pty Ltd “the company” is committed to providing a work environment that is safe, healthy and free from all forms of discrimination, harassment, bullying, victimisation, vilification and the seeking of unnecessary information on which discrimination might be based. The Company considers these to be unacceptable forms of behaviour and will not tolerate such behaviour under any circumstances.

THIS POLICY APPLIES TO;

All workers; full time, part time, casual, permanent or temporary, contractors, volunteers, vocational workers, work experience placements, visitors, host employers and other workers engaged at worksites where our workers are engaged.

All workers in all their interactions with each other, or with customers, contacts or clients.

All workers while in the workplace on or off site, whilst at work-related functions (including social functions and celebrations), while on trips, or while attending courses or conferences.

RESPONSIBILITY OF STAFF;

All staff contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture. **Managers** have an obligation to model appropriate behaviour; promote this policy, treat all complaints seriously and attend to them promptly, document the proceedings, monitor the work environment and seek expert help for complex or serious matters.

All staff have the responsibility to comply with this policy; report incidents to their managers and to not participate in discriminatory or harassing behaviour.

DISCRIMINATION AND EQUAL OPPORTUNITY (EEO);

Concentis is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated and assessed on their merits, the inherent requirements of the position, and valued according to how well they perform their duties.

Discrimination on the following grounds is against the law:

- Race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- Age (whether young or older);
- Impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- Religious belief or activity;
- Sex or gender identity;
- Relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- Sexuality;
- Pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
- Family responsibilities (including the responsibility to care for and support a dependent child or immediate family member);
- Trade union activity;
- Political belief or activity;

- Association with someone else who is identified because of one of these attributes.

Other behaviour that is against the law and subject to our policy includes:

- Seeking unnecessary information on which discrimination might be based;
- Victimization because a person has made a complaint, agreed to be a witness or has had a complaint made against them;
- Sexual harassment;
- Vilification on the basis of a person's race, religion, gender identity or sexuality.
- Discrimination on the basis of criminal record, *We reserve the right to exclude any applicant or dismiss any employee convicted of an offence, should that offence conflict with the inherent safety requirements or obligations relative to that position.
- Discrimination on the basis of medical record, *We reserve the right to medically assess any applicant, irrespective of medical history declared or not, a pre-existing or new condition, to ensure they are capable of fulfilling the inherent physical requirements of the position. We will also advise candidates that any medical condition known but undeclared on their application forms, may result in workers compensation being declined should that medical condition be considered directly or contributory to any injury or illness claim.
- Discrimination on the basis of social origin. *We reserve the right to engage candidates that are able to demonstrate their ability to attend places of engagement where and when rostered, both consistently and on time.

Any worker who experiences or witness's discrimination, bullying or harassment should report the incident as soon as possible to a Concentis Manager and / or the host site manager, for confidential assistance in line with the organisations Grievance Procedure.

Reasonable management actions carried out in a legal and fair way such as performance management, setting goals and expectations, rostering and work hours, organisational changes or transferring a worker etc shall not be considered bullying or harassment.

Should a worker feel that management actions are outside of this policy, the company grievance procedure should be followed in the first instance, if a resolution has not been reached through the grievance procedure, you should contact available external authorities such as the Fair Work Commission, Anti-discrimination Commission or Human Rights Commission.

Any worker who breaches the company's Discrimination, Bullying, Harassment & EEO Policy will be subject to disciplinary procedures up to and including termination of employment. All workers including Managers have a responsibility to comply with this policy and to treat all persons they have dealings with, with dignity and respect.

Mark Medelis
Owner



February 2023

Communicable Diseases Policy

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing as far as is practicable, any potential harm from, or caused by, communicable diseases.

- 1) Concentis understands from published medical advice that the transmission of communicable diseases generally occurs through close contact, through the transmission of blood, body tissue or mucus, or through touching infected surfaces and that to contract the virus or disease it will enter the body through eyes, nose, mouth or open wounds.
- 2) Concentis advises all applicable or concerned persons that we are not, and would not, be the direct or root cause of any communicable diseases that may affect our workers, contractors or visitors. In stating this we are alert to and aware of the fact that our workers may be exposed to communicable diseases through the course of their personal time, through travelling to or from work, or through the course of their work activities, so offer the following practicable measures and advice to applicable persons to avoid or mitigate the likelihood of contracting such diseases;
 - 3) Concentis expects all workers, contractors, visitors or other concerned persons to remain alert to and aware of official government advice regarding viruses or diseases, this includes specifically the full extent of the problem, the locations and / or demographics affected, the possible exposure means and the best available means to protect oneself personally as well as those that could be affected.
 - 4) Concentis expects all workers, contractors, visitors or other concerned persons to wear the prescribed PPE and to undertake specific hygiene measures if dealing with possibly infectious situations. As examples;
 - a) Used needles or other items that may have contacted human tissue or blood should never be touched unless the appropriate and specific training has been provided and only if appropriate PPE is supplied and worn, the same should apply to human Vomit and end disposal or cleaning of any infected matter should be compliant to health authority instructions.
 - b) Animal droppings should not be touched without wearing the minimum of single use non-permeable gloves.
 - c) All persons should maintain a level of hygiene that includes regular washing or sanitizing of hands, this includes after touching unknown surfaces, before and after eating, after using the toilet.
 - d) If there is suspicion of contamination to an unknown surface, it should be cleaned down with an appropriate alcohol or disinfectant solution before touching.
 - e) When a person is infected by a communicable disease, they must follow all legal and medical instructions to prevent any possible further transmission of that disease.
 - 5) Should a Concentis worker, contractor or visitor feel unwell or be ill, we strongly suggest that medical advice is sought and determined prior to attending a Concentis workplace or a host employers workplace.

Mark Medelis



Owner

February 2023