



LONG

Energy and Resources

COMPANY POLICY

POLICY MANUAL

CORPORATE

00000-COR-POL-0001

REV 1

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1. ABBREVIATIONS, TERMS AND ACRONYMS

Abbreviation or Term	Description
BAC	Blood Alcohol Concentration (Breath Test)
EEO	Equal Employment Opportunity
HSE	Health, Safety & Environment
IT	Information Technology
LER	LONG Energy & Resources Pty Ltd
LER Personnel	LER Officers, Directors, Management, Employees and Contractors
RCT	Recruitment, Competency and Training

Table 1: Terms & Abbreviations

2. LEDA LINEAGE

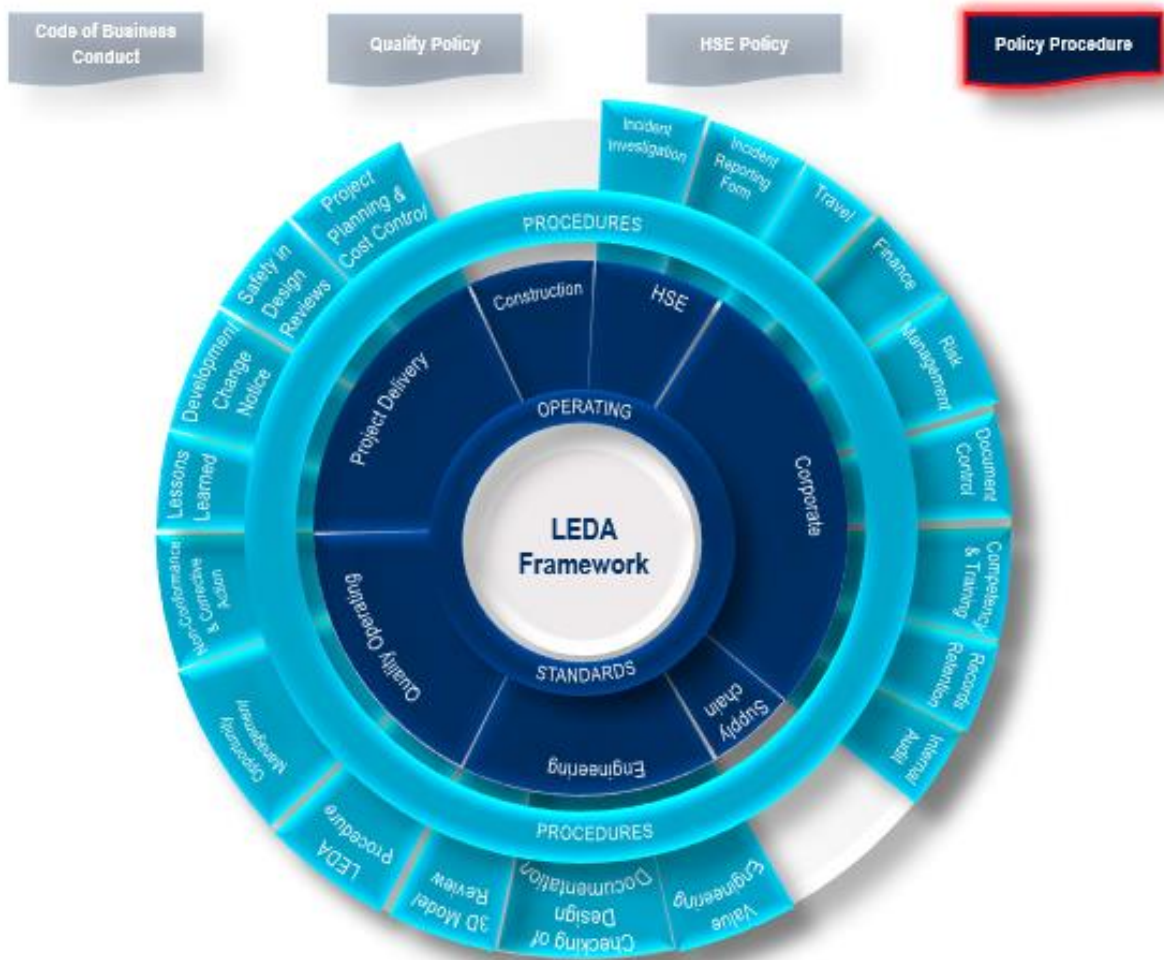


Figure 1: LEDA Lineage

3. INTRODUCTION

One of the keys to business success is establishing and maintaining a co-operative and productive relationship between management and employees. This relationship is further enhanced with the knowledge of company policies and procedures which apply to all LER personnel.

This manual sets forth Long Energy & Resources Pty Ltd (LER) policy statements which are the minimum fundamentals of our business conduct. Where employees are seconded to, or performing works for Client organisation, the Client's policies and procedures should be followed only if more stringent than those defined in this document.

All LER employees are responsible to apply these policies to daily work.

No one in LER, including the Directors, has the right to deviate from these policies, regardless of the circumstances.

The policies will provide clear and concise advice and assistance to LER for these very complex workplace issues.

4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Managing Director	Maintain and update this document as required
All LER personnel	Abide by the company policies and required standards set out in this document and associated documents

Table 2: Roles & Responsibilities

5. LONG ENERGY POLICIES

5.1 MISSION STATEMENT & VISION

The Mission statement and Vision for the company is stated in the Code of Business Conduct as Partnering for Delivery Excellence. This is to be achieved by increasing customer value through the pragmatic application of top tier project delivery principles.

Refer to 06000-GOV-POL-0001 – Code of Business Conduct

5.2 HEALTH, SAFETY & ENVIRONMENTAL POLICY

LER's health and safety policy states the organisation's commitment to maintaining a workplace that is safe for workers and visitors and outlines the responsibilities of both the employer and employees in eliminating hazards to people and the environment.

Refer to 06000-HSE-POL-0001 – HSE Policy

5.3 QUALITY POLICY

LER's quality policy states the organisation's commitment to design, develop and deliver services and products that contribute to the company's vision.

The objectives of the Quality Policy are defined in 06000-QA-POL-0001 – Quality Policy

5.4 CODE OF CONDUCT POLICY

This code of conduct sets the standards of behaviour expected from employees and complements the Code of Business Conduct 06000-GOV-POL-0001. It outlines standards of conduct between LER personnel, clients and

customers. It also specifies requirements for dress, grooming and appearance and the use of an organisation's facilities and resources.

All LER personnel shall conduct their business ethically. Under no circumstances shall business interests be achieved through unlawful monetary incentives, favours or bribes.

5.4.1 PERSONAL AND PROFESSIONAL BEHAVIOUR

In the performance of their duties, all LER personnel will:

- Implement company policies promptly, efficiently and effectively
- Discharge their responsibilities efficiently and effectively
- Comply with the requirements of their employment contract or Industrial Award (whichever applies)
- Maintain integrity, efficiency, fairness and impartiality in all dealings
- Keep up to date with advances and changes in their area of expertise
- Treat other LER personnel and clients with dignity, respect and sensitivity to their rights
- Provide all necessary and appropriate assistance to clients
- Not take or seek to take improper advantage of any information gained in the course of employment
- Not harass or discriminate in work practices on the grounds of sex, marital status, pregnancy, parenthood, age, race, colour, nationality, ethnic or national origin, physical or intellectual impairment, sexual preference, or religious or political conviction when dealing with their colleagues and clients

5.4.2 CONFLICTS OF INTERESTS

All LER personnel are required to notify their manager if they are aware of a potential conflict of interest in the discharge of their duties so the nature and seriousness of the conflict can be assessed.

When considering whether a potential conflict of interests exists, LER personnel should take into account their position within LER and avoid any interest or undertaking that could directly or indirectly compromise the performance of their duties.

A conflict of interest may be actual, potential or perceived and may be financial or non-financial. These situations present the risk that an Employee may make a decision based on, or affected by, these influences, rather than in the best interests of LER.

During the term of employment with LER, Employees must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with LER. Such work shall include, but is not limited to, directly or indirectly competing with LER in any way, or acting as an officer, director, employee, consultant, stockholder, volunteer, lender, or agent of any business enterprise of the same nature as, or which is in direct competition with, the business in which LER is engaged.

Some typical examples of potential Conflicts of Interest include:

- Employees ability to use their position within LER to their personal advantage,
- Employees working concurrently for both LER and a direct competitor,
- Employees engaging in activities that will bring direct or indirect profit to a competitor(s),
- Employees owning shares (i.e. significant or controlling quantities) of a competitor's shares,
- Employees using connections engaged through LER for their own private purposes, and
- Employees using LER equipment, funds or other means to support an external business.

If LER believes such a conflict exists during the term of Employment, LER may ask the Employee to choose to discontinue the other work or resign employment with LER.

5.4.3 EMPLOYEE RESTRICTIONS

Employees will not other than in the normal course of business, or approved and directed by LER at any time:

- Draw, accept or endorse any Bill of Exchange on behalf of LER or in any way pledge the credit of LER or purport so to do
- Incur any liability on behalf of LER
- Accept any order on behalf of LER
- Enter into any contract or agreement binding LER or make or enter into any commitment of any kind on behalf of LER
- Give make or purport to make any warranty or representation on behalf of LER
- Indicate directly or indirectly that (he/she) is acting as an agent of LER
- Other limitations as detailed in their employment agreement

5.4.4 INTELLECTUAL PROPERTY

Any intellectual property invented or created as the result of an employee performing their work remains the property of LER unless otherwise agreed to in writing by LER.

5.4.5 PUNCTUALITY AND RELIABILITY

LER expects and values punctuality and reliability. At all times all LER personnel are expected to demonstrate a high degree of professionalism. This means punctual reporting to the workplace or virtual environment and being reliable in work performance.

5.4.6 WORKING FROM HOME

LER supports employees working from home and maintaining life balance. LER will provision the employee with the required tools to facilitate working safely, efficiently and effectively from home as requested by the employee or as suggested by the employer. The employee is expected to operate to the same policies and standards as if they were present in the office when operating in a virtual environment.

5.4.7 NON-SMOKING POLICY

Employees agree not to smoke in any area occupied by LER's business or in any vehicle being used for business purposes by any of LER's workforce.

5.5 ANTI-TRUST/COMPETITION POLICY

LER will comply with all applicable antitrust/competition laws. Under no circumstances will LER directly or indirectly be involved in conduct that leads to or implies an agreement among its members that would restrain trade and/or otherwise violate antitrust laws. Any conduct by LER personnel that is contrary to antitrust laws is contrary to LER policy. Any LER personnel found in violation of this policy or the applicable antitrust laws will be subject to appropriate disciplinary action. Under no circumstances shall business interests be achieved through unlawful monetary incentives, favours or bribes.

5.6 RECRUITMENT, COMPETENCY & TRAINING POLICY

It is important for LER to ensure that the right people are available at the right time in the right roles at competitive market rates and having the right capability to deliver on our strategy is critical.

The aim of this policy is to outline LER's approach to recruiting for new and vacant roles, targeting or developing the right Competency or training to achieve the desired requirements.

On identification of the resource needed for the role will be defined and approved by the Managing Director and then promoted via consideration for the following formats:

- External advertising seeking applicants
- Sourcing via a Recruiting agent
- Promotion / Upskill of existing employees
- Canvassing existing employee networks

The objectives of this RCT policy are as follows:

- Select the best person for available positions as an equal opportunity employer.
- Ensure our personnel are competent and adequately trained for their tasks.
- Develop and care for personnel, offering stability and career path development.

Training, including any inductions whether delivered externally or in-house will be delivered to Employees on the basis of ensuring that current and planned competency requirements are met by the Employee prior to them completing the relevant role or activity. Employees that are required undertake roles or activities prior to completion of the nominated relevant training will be provided additional supervision and instruction to ensure they perform at the required level.

5.7 PERFORMANCE MANAGEMENT POLICY

Employees and Contractors at LER are expected to:

- achieve agreed performance outcomes
- demonstrate LER values appropriate to the role
- comply with all lawful and reasonable instructions and directions provided by LER
- adhere to all policies, and the Code of Conduct.

Where breaches of performance standards or conduct occur, Section 6 of this policy ensures fair and transparent processes ensue.

Performance' is an employee's ability to meet both objectives and/or behavioural standards as determined by LER. 'Unsatisfactory Performance' means an employee is not meeting either set objectives and/or behavioural standards as determined by LER.

LER's management responsibility and commitment is to:

- Motivate team members on a continuous basis, and encourage and assist them to attain their maximum potential.
- Empower people and provide the structure to support them.
- Encourage and recognise people who support and promote company values.

5.8 DISCIPLINARY POLICY

Maintaining a safe and productive workplace and keeping the business competitive, can only be achieved if the right people are employed and all employees fully support agreed policies.

Conduct below the standard required may occur from time to time. With this possibility in mind, the following section contains, for all personnel of LER, an outline of how such incidents will be treated.

5.8.1 PRINCIPLES

LER invests a lot in each employee. The first priority will always be to retain employees rather than to see that investment in any way wasted.

The procedures outlined in this section are designed to ensure that any employee subject to disciplinary proceedings will be treated fairly, in accordance with the requirements of the Industrial Relations Act, and with dignity and respect.

Every incident considered serious enough to warrant either termination or a final written warning will be thoroughly investigated before any outcome is decided.

The issue of fairness for all concerned and the need for a full investigation of each incident, rate more highly than any need for apparent consistency of outcome.

5.8.2 POLICY

Required standards of performance and behaviour are very much matters of common sense. Nevertheless, LER is required to spell out in some detail the sort of issues which will not be acceptable and from which some disciplinary follow-up will occur.

Obvious examples of unsatisfactory behaviour include:

- Refusal to obey a lawful order; abandonment of employment.
- Fraud against the LER, such as falsification of records, including time records.
- Following an investigation, an employee is found to be wilfully negligent or careless which affects quality or safety.
- Actual or threatened assault, at the workplace or in relation to issues involving the workplace. Abuse or taunting of fellow employees or management personnel.
- Bringing alcoholic substances or drugs onto the LER premises and/or consuming these without the consent of Management. Refusal to be tested or participate in Customers drug and alcohol testing.
- Smoking in the workplace.
- Attending for duty in an impaired condition which constitutes a risk to any employee's health and safety.
- Unauthorised possession of LER property or the property of any other employee.
- Failure to abide by any other policies in place in the workplace, such as the HSE Policy, Sexual Harassment Policy or Code of Conduct.
- Disregard of required practices relating to issues such as Timekeeping, Housekeeping, and Wastage.
- Publishing website or social media content representing LER without prior permission from management.

5.9 PRIVACY POLICY

LER is committed to respecting privacy and protecting personal information.

The privacy policy covers details around how personal information is collected, used and held by LER about its employees to protect private information about individuals and to ensure that LER acts in accordance with the Privacy Act.

The privacy policy applies to:

- Employees
- Contractors (where applicable)

Employees who are employed pursuant to workplace agreements or by related companies are subject to this policy only to the extent that it is consistent with their workplace agreement or by the related company policy.

This policy can be varied by LER, from time to time, at its sole discretion and in accordance with changes in legislation.

5.9.1 POLICY APPLICATION

5.9.1.1 EMPLOYEE RECORD DEFINED

An employee record is a record of personal information relating to the employment of an employee. The record can comprise of information about employment, including health, recruitment and selection, terms and conditions of employment, performance, discipline, and resignation. Employee records are confidential and kept in locked storage and on a secure electronic platform and the HR Assistant is responsible for its storage and security.

5.9.1.2 COLLECTION OF INFORMATION

Personal information must only be collected for purposes necessary to the functions and activities of LER which include: selection, employment, performance assessment, discipline, remuneration of employees, or for administrative activities. Personal information must only be collected by means that are permissible by law.

5.9.1.3 USE OF INFORMATION

LER will not use the information for a purpose other than that for which it was collected unless:

- consent is granted by the employee
- the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom the information relates or of another person,
- if so directed by a court of law.

5.9.1.4 ACCESS TO INFORMATION FOR EMPLOYEES

LER employees have the right to access their personal information that is being held of them by LER. An employee must make a formal written request and the viewing of their records must take place in the presence of the HR Assistant.

Some access to employee records will be provided to the employees, line managers or Executive Team members for positions in their line of responsibility.

5.9.1.5 ACCESS TO INFORMATION FOR LAW ENFORCEMENT REASONS

The Police and Government departments such as Social Security, Immigration, Taxation and ASIO sometimes have a lawful need to access personal information held an employer. LER will supply personal information only in response to a formal notice under the police or Department's legislation. Any request for information must be made in writing and be directed to the HR Assistant where the correct course of action will be determined.

5.10 CONFIDENTIALITY POLICY

5.10.1 CONFIDENTIAL INFORMATION

Information other than that generally published and available regarding LER's business, operations and systems, financial affairs and structures (i.e. "confidential information") is of value to the Company and is of a restricted and confidential nature.

LER is the proprietor and owner of the entire right, title and interest in:

- All trade secrets, secret or confidential operations, processes or dealings, or any information concerning LER, the business, finances, transactions or affairs of LER (including without limitation concerning the Company's policies) ("the Confidential Information"); and
- Any notes, memoranda, computer data or records or other recorded information, relating to any manner within the scope of the business of the Company concerning any of the Company's dealings of affairs ("the Records")

NOTE – From time to time LER Customers may also require LER Employees to review and agree to project specific Confidentiality and Non-Disclosure Agreements where required. In such instances any additional Customer requirements will overlay the LER requirements of this policy.

5.10.2 RESPONSIBILITIES OF EMPLOYEES

Employees shall keep every part of the confidential information and the records including information relating to improvements thereof confidential, acknowledging it to be the valuable property of LER, and will hold it in trust for the benefit of the Company.

During the period of employment and for any time thereafter, employees shall take all such steps and do all such things as may be necessary or desirable in order to safeguard the confidentiality of all confidential information and records and will not directly or indirectly disclose to any other person, firm or corporation or any other third party any part of any confidential information and records in any manner whatsoever without the Company's informed prior written consent.

On completion or termination of an employee's employment or receipt of notice from the Company (whichever shall be the former) employees will immediately deliver to the employer all books, documents, papers, materials, and all copies, credit cards, keys, computer software or other property relating to the business of LER which belongs to LER, or refers to any confidential information and or records, or relates to the duties of an employee during the period of employment.

Employees shall not be prevented from using or disclosing any of confidential information and records:

- Which the employee can demonstrate by written records was known to them prior to their employment with LER
- Which is now, or becomes in the future, public knowledge other than through acts or omissions of LER or

- Which is lawfully obtained by the employee from sources independent of LER, when such sources owe no obligation of confidence to LER and which is not obtained in consequence of any breach of confidence owed to LER
- That the furnishing of confidential information and records to an employee shall not constitute any grant or licence to an employee of any legal rights now or hereinafter held by LER.

Confidential information and records is of a special, confidential, unique and invaluable nature such that an award for damages or an account of profits would not adequately compensate LER for its unauthorised disclosure or use and that LER shall have the right to obtain a Court Injunction in the employee's absence to prohibit the employee and restrain him or her from any violation or threatened or suspected violation of any provision of this policy and to produce this document as the employee's irrevocable consent thereto.

Employees will not during the course of their employment with LER be directly or indirectly employed, engaged or involved in any capacity whatsoever in or in connection with any business which competes in any manner with LER.

5.11 GENERAL HARASSMENT & DISCRIMINATION POLICY

Harassment or other forms of discrimination is unlawful and will not be tolerated within LER.

Harassment (when someone believes they have been treated inappropriately) and discrimination (when someone believes an action against or assessment of them is done based on bias), may take the form of Physical (e.g. assault or threats), Personal (verbal abuse, inappropriate jokes, innuendo, etc.), Sexual (e.g. unwelcome intimate contact), Psychological (e.g. intimidation, isolation and torment), Power (e.g. fabricated ridiculous deadlines), Cyber (e.g. using social media to bully) and 3rd Party (e.g. by a Customer or Supplier).

Harassment and discrimination can generally be categorised as follows:

- Race
- Age (i.e. too young and/or too old)
- Gender (including gender identity)
- Sexual (including sexual orientation)
- Disability, and
- Religion, LER:
 - Endorses the rights of all employees to work in an atmosphere free of harassment
 - Is committed to preventing all forms of harassment and redressing harassment where it has occurred
 - Will ensure through its managers and supervisors that employees are not subjected to harassment in the course of their work
 - Will ensure that harassment complaints are treated seriously, sympathetically and dealt with confidentially

5.12 SEXUAL HARASSMENT POLICY

It is unlawful to sexually harass a person in the workplace.

LER has a responsibility to provide a workplace free of sexual harassment and to establish internal channels for redress available to LER personnel.

5.12.1 WHAT IS SEXUAL HARASSMENT?

Any behaviour by an employer, supervisor or employee towards another employee at work that is sexual, gender or sex-based and is unwanted.

Sexual harassment is not mutual attraction between people. It is up to the recipient to determine acceptable behaviour and a request to cease unwanted behaviour must be respected.

Behaviour Sexual harassment can be:

Physical

- Unwanted touching, brushing against another employee
- Indecent exposure
- Sexual assault or rape

Verbal

- Suggestive remarks about a person's body/appearance
- Unwelcome remarks about a person's sex or private life
- Sexual jokes, innuendos, lewd comments
- Offensive telephone calls
- Gender based terms
- Unwelcome sexual propositions

Non-verbal

- Displaying and using offensive objects, written material, pornographic or sexually suggestive pictures
- Staring, leering
- Whistling
- Sexually suggestive gestures
- Sexually or offensive computer images or messages

5.12.2 WHO IS RESPONSIBLE TO PREVENT SEXUAL HARASSMENT?

All LER personnel have a responsibility to ensure that the workplace is free from harassment. Management, including supervisors, have a greater responsibility as they must maintain a harassment free environment by remaining alert to concerns and addressing these concerns in a positive manner.

5.13 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

5.13.1 COMPANY RESPONSIBILITIES

LER values its human resources and in recognising the need to make optimal use of those resources, it is our policy to conduct our business ensuring fair, equitable and non-discriminatory employment and operational practices. It is LER aim to provide an environment which maximises the talent, potential and contribution of all employees and ensures equal opportunity for all.

LER equal opportunity policy embraces the following commitments:

- To recruit and appoint the best qualified person for the available job where suitability will be assessed according to merit, including skills, qualifications, abilities, prior work performance and aptitudes rather than assumptions about them because of different characteristics such as gender, marital status, pregnancy, race, sexual preference, actual or assumed physical, intellectual or psychological impairment, parenthood or childlessness, religious beliefs or activities, political beliefs or activities, age

- To appraise, reward and promote employees only on the objective assessment of performance, achievement of agreed objectives, skills development and the individual's potential for job's satisfaction
- To provide opportunities to LER personnel for personal and professional development which are consistent with the organisation's objectives and individuals' professional goals
- To remove barriers which impede the potential of employees to achieve their professional goals within the organisation's objectives
- Employers are obliged to take reasonable steps to prevent sexism, racism, sexual harassment and other forms of discrimination in the work place. LER always recruits and appoints 'the best person for the job'.

The implementation of EEO policies and practices provides fair, legally sound, efficient and effective human resource management. There are two types of legislation in Australia that are designed to create equal employment opportunity:

- Anti-discrimination legislation which aims to prohibit discrimination on the basis of actual or assumed characteristics such as race, gender, impairment, marital or parental status, pregnancy, religious or political beliefs, sexual preference or because of sexual harassment. It also seeks to promote equality of opportunity for groups who have been or are disadvantaged by past and present discrimination.
- Affirmative Action legislation which encourages positive action to create equal opportunity by identifying and eradicating barriers to the employment and advancement of women. Employers are required to take positive measures to eliminate discrimination against women and take action that promotes equal opportunity for women in their employment.

5.13.2 SEXUAL OR ANY FORM OF DISCRIMINATION IN THE WORKPLACE WILL NOT BE TOLERATED.

Discrimination refers to that which is direct or indirect, intentional or unintentional, or which results from organisation policies and procedures or from individual decisions.

5.13.3 EMPLOYEES' RESPONSIBILITY

Every employee has a responsibility to treat all other employees with fairness, equity and respect so that the total working environment is free from discriminatory activities and practices. Employees are legally responsible for their own discriminatory behaviour.

5.13.4 ROLE OF KEY LER PERSONNEL

Supervisors will be accountable for their own actions and those of their department, ensuring that the principles of equal opportunity are practiced. i.e. that merit is the criterion on which decisions relating to appointment, promotion, reward, professional development, etc are based.

Ensure that LER personnel:

- Are aware of EEO principles and procedures;
- Act in a non-discriminatory manner towards other LER personnel. Take early corrective action to deal with discriminatory behaviour.
- Handle concerns promptly and professionally; provide a support option for LER personnel.

The role of the Director will be to listen in the first instance to concerns about EEO, affirmative action and sexual harassment.

5.13.5 PROCEDURES FOR DEALING WITH CONCERNS

LER recognises the benefits of communication in which LER personnel can raise their concerns with the assurance of confidentiality and without fear of recrimination. It is only through discussion that issues can be addressed and resolved. Continuous improvement in EEO practices is dependent upon each LER personnel accepting some responsibility in this area.

Employees with concerns about equal opportunity should in the first instance refer the matter to their Supervisor.

Concerns will be dealt with in a timely, confidential and professional manner.

Following the initial discussion, the LER personnel and person counselling will determine the appropriate course of action for dealing with a concern. In many cases, the matter can be resolved at initial discussion, however, where agreed, certain cases may require further action, including mediation or the involvement of the Directors.

5.14 WORKPLACE INJURY AND COMPENSATION POLICY

5.14.1 INJURY MANAGEMENT PROCESS

Injury management is an integrated, systematic process of returning injured employees to a functioning lifestyle. It is highly dynamic and interpersonal in nature, and requires active collaboration and co-operation between LER Management and the injured employee.

The LER injury management process encompasses those activities which directly affect the injured employee's recovery, including the management of:

- medical treatment
- rehabilitation
- returning to work
- the relationships between those involved.

5.14.2 PREVENTION

The most effective way to reduce workplace injuries and workers compensation related costs is to reduce workplace incidents that lead to injury and/or illness. Maintaining the company's safety programme as a continuing part of day to day operations.

LER repeatedly reminds employees of safe work habits so that employees become familiar with, and observe the provisions of the relevant state or territory Occupational Health and Safety Act and regulations.

5.14.3 CLAIMS

- LER has an incident report and injury recording form available for employees to notify any incidents or injuries which occur in the workplace;
- Injuries need to be reported early, so both treatment and management of the injury can begin as soon as possible.
- LER must receive a treating doctor's medical certificate and any claim for compensation from an employee (LER cannot refuse to receive a claim for compensation and cannot dismiss an employee for making a claim for compensation);
- LER shall send any claim form and medical certificate/s from an employee to the workers compensation insurer within 10 days of receiving it (together with an Employer Claim Report form on which the LER will state whether it accepts liability for the claim);
- LER shall pay workers compensation payments to an injured order on normal pay days (as soon as the workers compensation insurer notifies LER that the claim is accepted - even if LER have denied liability;

5.14.4 RETURN TO WORK

LER shall appoint a return to work co-ordinator and develop an occupational rehabilitation program with employees and display it in the workplace or give each employee a copy;

LER shall prepare a return to work plan for any injured employee off work for twenty days or more;

LER shall offer suitable employment to an injured employee within 12 months of injury.

5.15 DRUG AND ALCOHOL WORKPLACE POLICY

5.15.1 POLICY

The consumption of alcohol in the workplace is prohibited without express approval from Management. This means that alcohol cannot be consumed at the workplace, nor can it be brought onto the premises, unless under the strict control and discretion of the employer.

No employee is to be present in the workplace with a Blood Alcohol Content (BAC) of 0.05% via Breath Test, and should conform to the Customers Drug and Alcohol policies, if more stringent, when on customer sites. If an LER employee refuses a drug or alcohol test, the employee will be in breach of LER policies and will face disciplinary actions.

Non-prescribed and/ or recreational Drugs must not be brought onto or consumed in the workplace.

If, in the opinion of the workplace supervisor (or designated responsible person), an employee is unfit to perform their duties because of the effects of drugs or alcohol, that employee shall not be permitted to remain at the workplace. LER will arrange for safe transportation of impaired employee from the workplace.

Employees taking prescribed drugs or pharmaceutical drugs which may likely impair their judgement or work performance must advise their workplace supervisor or (designated responsible person) of the likely effect of the medications so that appropriate work assignments can be given.

Any employee who believes they have a dependence problem and who may wish to seek assistance from the company, should contact their supervisor or (designated responsible person) who will then initiate an appropriate Employee Assistance Program.

5.15.2 BREACH OF COMPANY'S DRUGS AND ALCOHOL POLICY

It is important to note that an employee who breaches the company's drugs and alcohol policy will be subjected to the company's disciplinary procedures. Such a breach could result in instant dismissal.

5.16 MOTOR VEHICLE OPERATION POLICY

5.16.1 RESPONSIBILITIES OF AN EMPLOYEE

All persons driving LER vehicles shall be in possession of a current driving licence. If in the case where an employee has his/her licence invalidated, this shall be reported to the Director without delay.

All drivers of LER vehicles shall undertake to drive within the prevailing State Road laws.

All employees to whom LER cars are allocated shall be responsible for keeping their cars in peak operating condition, neat, clean, and smoke-free.

It will be in the interest of every employee to look after their vehicle, as cases of neglect will result in an investigation by the Company.

When left unattended the vehicle must be locked and secure at all times

The vehicle must not be used other than as recommended by the manufacturer e.g. it is not to be taken off road or used in any competitive events, rallies etc.

5.16.2 RESPONSIBILITIES OF THE COMPANY

A vehicle inspection will be carried out by LER each year relating to the appearance and general up-keep of the car. It is envisaged that the majority of these inspections will take place in-house. Expenses incurred in running company vehicles may be claimed by the employee.

Vehicles shall be serviced in accordance with the Manufacturer's Service Booklet until the Warranty period has expired. Thereafter, other service agents may be used to carry out the recommended services.

Except in the case of unusual circumstances it is not envisaged that a spouse/partner/family member would have access to the vehicle during the normal business hours of LER.

5.16.3 ACCIDENTS

In the event of an accident, the matter should be reported as soon as possible to the Director who will provide an account of the event via the incident reporting process (0600-HSE-PRC-0001). Depending on the nature of the damage to the vehicle and/or person, the Director will arrange for processing the Claim, obtain/authorise quotations and repair of the vehicle, and for a replacement vehicle, if necessary.

If unauthorised drivers are involved in an accident, 100% of the damages claim will be imposed on the employee unless it can be demonstrated that the vehicle was taken without the knowledge of the employee e.g. theft.

In respect of this policy, accident rates per annum will normally apply to individual vehicles in determining "own fault" liability.

If a driver who is normally responsible for a Company vehicle is involved in an "own fault" accident in another vehicle the above penalties will apply to the driver.

Conversely, if another LER employee is involved in an "own fault" accident in a vehicle normally under your control the above penalties will obviously apply to that LER employee.

5.16.4 FINES INCURRED WHILST DRIVING A COMPANY VEHICLE

LER will not be responsible for any traffic or parking fines incurred. They are not to be claimed through expenses.

5.17 DIGITAL POLICY

5.17.1 IT POLICY

E-mail is a tool that is intended to support and assist effective business communication. This policy applies to all E-mail within, directed to or emanating from LER, and to all users of E-mail and Internet mail within LER.

'E-mail' includes any message or document created, stored or sent within the LER electronic E-mail facility. 'External E-mail' means any message or document sent to or received from persons outside LER via the Internet.

'LER personnel' includes all permanent and temporary employees, consultants and contractors engaged by LER.

5.17.2 USE OF LER E-MAIL

- LER' E-mail system is provided for business purposes.
- Incidental and occasional personal use of E-mail is permitted, provided it does not interfere with performance of either the sender or recipient's duties.
- Personal messages to company email become the property of the Company and are subject to the same conditions as Company E-mail.
- E-mail messages are not private communications and may be viewed by LER at any time.
- E-mail should not be distributed to persons without a need for the information or data. In particular, distribution of E-mail to 'All Company' is not permitted unless otherwise authorised by management.
- Attachments may only be sent to client or business contacts where necessary for business purposes.
- The LER E-mail system is provided as a tool to send and receive messages. It should not be used as a means of storing information.
- E-mails should not breach LER Company Policies (see below); and E-mails should follow the etiquette detailed below.

5.17.3 E-MAIL / TEAMS ETIQUETTE

- E-mail / TEAMS messages should be concise.
- The instantaneous nature of E-mail / TEAMS tends to create misunderstandings and highly sensitive communication may be best undertaken personally or over the telephone.
- Do not send any E-mail or TEAMS message that you would not be happy to send in a hard copy form or deliver orally.
- Mark urgent email messages appropriately.
- Use of cc line should be sparing and for those who are not required to respond.

5.17.4 RECEIPT OF INAPPROPRIATE MESSAGES

Refer to Internet Policy in Section 20.2

5.17.5 USERNAMES AND PASSWORDS

Employees must not:

- Use another LER personnel's username and password to access the Citrix IT system.
- Allow others to use their username and password.

Usernames and passwords must not be disclosed to anyone, including family members and friends. LER personnel must not provide their E-mail addresses to unknown users. E-mail addresses should only be provided to clients and customers, business contacts and friends and family.

5.17.6 SECURITY

LER personnel must Log Off their Citrix session at the end of each day or during periods of extended absence. This is essential to prevent unauthorised access to the session and to ensure that LER personnel have the most recent virus checking technology.

LER personnel will be liable for any breaches of this Policy which may result from failing to shut down their computers as required. LER personnel must exercise extreme caution with suspect E- mails from unknown

senders. LER personnel who are aware of a risk of a computer virus must inform their Manager and Tickbox immediately.

5.17.7 SMART DEVICE POLICY

The purpose of the Smart Device Policy is to protect the company's resources by ensuring the appropriate use of both Company owned and personally-owned Smart Devices for accessing, processing and storing LER data from IT environments. Information is a vital company asset and requires protection from unauthorised access, modification, disclosure or destruction. It is important for LER to have the ability and authorisation to take the appropriate measures to prevent the loss of resources that would result in financial and reputation loss.

Maintaining the security, confidentiality, integrity, and availability of information stored in the LER IT Environment is a responsibility shared by all employees and users of that system. The User is expected to read this policy, understand risks, and abide by this policy.

5.17.7.1 TERMS OF USE

- Employees who are provided LER Smart Devices are permitted to use these phones for reasonable personal use within Australia. If phone and data use for personal use is considered excessive, LER has the discretion to claim the cost back from the employee.
- LER Smart Devices are not be used on International Mobile networks. If charges are incurred by an employee overseas for personal use, LER has the discretion to claim this back from the employee. International roaming capability will only be approved by the Managing Director if required for Business Use
- If the user loses the Smart Device or a device that LER Corporate email is on, he or she must notify their Line Manager immediately in addition to notifying Tickbox who will manage the password change to the users email account
- If the phone is reported as lost or stolen, LER reserves the right to wipe the content of the phone remotely. This will be performed via the LER's IT service provider Tickbox.
- The user is required to gain Line Manager Approval if they wish to transfer a Smart Device to another individual (whether this person is inside or contracted to LER).
- The user is expected to update the device as new operating systems and patches are available to maintain the security of the device.
- Apps installed on the Smart Devices must comply with LER's Digital Policies and Procedures and the licensing scheme stipulated in the software license agreement.
- LER reserves the right to block or remove any applications installed on a Smart Device if it believes that such Applications contain malicious software, or are in breach of LER's Policies and Procedures.
- If the user finds that any confidential information is missing from the device, he or she must notify must notify the Head of Corporate services and their Line Manager immediately.
- If the user leaves the organisation:
 - all LER owned Smart Devices allocated to the user must be returned to the IT team via the user's manager; and
 - the user may request that the phone number associated with such device(s) be transferred from LER to the user. Such a request will

usually be approved unless there is a specific business function associated with that phone number.

- The employee is accountable for any costs associated to the Smart Device and phone charge costs in the event the Smart Device is not returned on an employee leaving the organisation.
- LER Devices may not be used for illegal or inappropriate communications or uses.

5.17.7.2 INTERNET POLICY

LER's Internet access provides a tool that is intended to support and assist effective business communication, information gathering and connectivity.

Acceptable uses of the Internet include:

- Information gathering, marketing and communications for business purposes.
- Incidental and occasional personal use of the Internet is permitted, provided that it does not interfere with the performance of the LER personnel's duties.

5.17.7.3 USE OF THE LER INTERNET

When using the LER Internet or operating in the Citrix environment, LER personnel must not:

- Access sites and/or download any material that breach the sexual harassment,
- Discrimination or other policies of LER by sending messages, forwarding messages or viewing inappropriate material.
- Breach the intellectual property rights of persons who make material available on the Internet.
- Download any computer program or image to the LER computer system that is not business related.
- Post messages to any Internet bulletin board, discussion list, news group or other publicly accessible discussion forum that is not business related.
- When using the Internet, LER personnel must:
 - Be aware that the Internet is not secure and therefore avoid sending confidential and/or privileged information via the Internet.

5.17.7.4 RECEIPT OF INAPPROPRIATE CONTENT

The potential exists for inappropriate content, including attachments, to be received by an employee (both internally and externally). This may be out of the individual's control. The employees must not further distribute such messages internally or externally and the message must be deleted. The forwarding of inappropriate messages or attachments may be sufficient to breach LER policy and/or relevant legislation. It is not necessary for the sender of the message/material to have created it.

5.17.7.5 INFORMATION GATHERING TO ASSESS LER POLICY BREACHES

An audit log of Internet use is kept and a list of Internet sites accessed by users can be used to establish if LER personnel are accessing sites which breach the LER Harassment and Discrimination Policy.

LER reserves the right to monitor the sites being accessed by LER personnel and to use this information in any investigation and/or action following an alleged breach of this Policy.

5.17.7.6 NON-COMPLIANCE

Employees who wilfully do not comply with company policies or are grossly negligent in their duties will face disciplinary action, which may include termination of employment. Employees should also be aware that LER reserves the right to pursue legal action against an employee (current or former) for improper or prohibited disclosure or use of confidential information or for activities which may damage the company’s reputation or profitability.

5.17.7.7 SOCIAL MEDIA

Social Media platforms are an exciting way to share knowledge, raise the profile of the company, build trust in the industry and community. The converse is also true. This policy provides guidelines to comply with when contributing to Social Media either as an employee of the company or in a personal representation.

5.17.7.8 3 RULES OF ENGAGEMENT

When an employee or contractor of LER engages in Social Media use the following 3 rules of engagement should apply:



Figure 2: 3 Rules of Engagement

When considering disclosure, the employee should be honest and open about who they are. They should state that any opinions expressed are those of the individual and not the company and always be respectful of other opinions and humility in all communication.

The employee is trusted to make good judgement in sharing only public information including financial and should be aware that what you say is permanent and can be referenced in the future potential against them.

The Corporate Operating Standard 00000-COR-STD-0001 describes the process for creating Company social media posts and Company website content.

6. BREACH OF COMPANY POLICY

Employees and contractors are advised that breaches of any company policy is a serious offense and will be dealt with in accordance with the procedures outlined below.

LER personnel should also be aware that in some cases, breaches of these standards listed above may involve criminal offences or serious breaches of discipline which could result in dismissal.

6.1 RESOLVING WORKPLACE PROBLEMS

Resolving workplace problems is essential for maintaining a healthy and effective workplace. LER process is structured to ensure that such problems are resolved quickly and in confidence.

The procedure set out aims to balance a flexible approach, which stresses discretion and confidentiality, with management of the company having a legal duty to pursue allegations of corrupt conduct and other conduct that may attract disciplinary action.

No LER personnel should have to tolerate a colleague's unreasonable conduct in the workplace; accordingly, this procedure gives all LER personnel swift access to remedial action.

A workplace problem may be any type of concern, complaint or difficulty that a LER personnel may have in relation to the workplace, the work, or work colleagues.

6.1.1 DISCIPLINARY ACTION OR CRIMINAL CHARGES

If, after investigation of a workplace problem, there is a possible need for disciplinary action or criminal charges, the matter must be immediately referred to the Director.

The company's legal duty to act in these matters may override a LER personnel's right to withdraw the allegation or to have it investigated in a particular fashion.

6.1.2 QUALIFIED PRIVILEGE

Generally, LER personnel whose work involves the handling of information are protected against defamation if they deal with that information according to policy and guidelines.

But they are not protected if they handle information negligently or with malice.

6.1.3 CONTINUATION OF WORK

Until the matter is determined work must continue at the direction of the employer. No party shall be prejudiced as to the final settlement by the continuance of work in accordance with this procedure.

6.1.4 RESOLVING A WORKPLACE PROBLEM PROCEDURE

In order to minimise the effect of disputes that may arise between LER and any or all of the employees covered by Australian Workplace Agreements, it is agreed that where a dispute, grievance or other question arises, the following procedures will be observed:

STEP 1

In the first instance, an employee shall submit a request concerning the issue to the immediate supervisor.

STEP 2

If not satisfactorily settled, or in cases where the matter is of such a nature as to warrant the omission of the above step, the employee concerned shall discuss the matter with a Director.

STEP 3

If the dispute still exists after the abovementioned processes have been followed, then the matter shall be referred to an agreed third party for mediation or arbitration.

STEP 4

Whilst the above procedures are being followed, work shall continue as it was prior to the dispute. No party shall be prejudiced as to final settlement by the continuance of work in accordance with this clause.

6.2 GENERAL GUIDELINES

- LER personnel must not be victimised for reporting a problem.
- LER personnel may withdraw a complaint at any time, unless LER has a legal duty to pursue it.
- Employees handling the matter must be discreet, respecting a LER personnel's right to have a problem investigated in strict confidence.
- None of the procedural steps may be undertaken without the consent of LER personnel, unless LER is under a legal duty to take independent action.
- At any negotiations after the first meeting (Step 1), the LER personnel may bring along another person to help explain the problem.
- A LER personnel of non-English speaking background may request a language aide or an interpreter to assist in explaining the workplace problem.
- Persons investigating a problem are to keep notes. These should be stored in a secure place. The notes must be destroyed after the workplace problem is resolved.
- The LER personnel who is the subject of a complaint must be informed within the time limits set for each step of the procedure.

6.3 FIRST OFFENCE OR CONCERN OVER A RECURRING BEHAVIOURAL PATTERN

An employee's immediate supervisor has the initial responsibility for dealing with performance which is considered unsatisfactory.

This initial response should emphasise LER do wish not to part company with an employee and should be positive in nature. This response is considered in light of the employee's prior service with LER.

The supervisor should outline, in writing and in clear and specific terms, to the employee any areas of job performance, attitude, behaviour etc. that are not up to standard.

A date of review should be included and the review carried out as agreed.

6.4 SECOND OFFENCE, OR CONTINUATION OF RECURRING PATTERN

A Director is to be informed of any recurring pattern.

- A written warning is to be prepared, outlining the offence, re-iterating the first offence and lack of satisfactory improvement and indicating that a further recurrence will result in a final warning or possible termination.
- A third person be present as a witness to discussions for employer.
- Ask employee if they require a witness.
- Allow the employee the opportunity to provide an explanation. Record the employee's explanation.
- Read the warning to the employee, perform counselling role as to employer expectations and stress the seriousness of the matter.
- Ensure the written warning is signed and dated by the disciplining officer, the employee and the witness. Provide a copy to the employee and retain the duplicate in the employee's file.
- If the employee refuses to sign the warning, the refusal should be noted on the file copy and still retained in the employee's file.

6.5 THIRD OFFENCE OR NO CHANGE IN BEHAVIOURAL PATTERN

If the required improvement is not forthcoming in the time required, the matter is to be handled by the Director whose responsibilities include dealing with serious disciplinary problems.

The Director should review all documents relating to the matter and decide whether it would be appropriate to interview the employee with a view to issuing a final written warning.

At the interview, the Director should have a second management representative (probably the supervisor) present as a witness and the employee should be asked if s/he wishes to be accompanied by anyone else.

- A final written warning should be prepared, outlining the offence, re-iterating the issues in the earlier warning and counselling sessions. The final warning should detail all previous discussions, held regarding the offence and dates, undertakings given and any progress achieved and deficiency remaining.
- The letter should also refer to the need for improvement and the definite possibility that unless improvement is forthcoming, termination of employment is a definite possibility.
- Again, allow the employee the opportunity to provide an explanation. Record the employee's explanation.
- Read the warning to the employee, perform counselling role as to employer expectations and stress the seriousness of the matter.
- Ensure the written warning is signed and dated by the disciplining officer, the employee and the witness. Provide a copy to the employee and retain the duplicate in the employee's personal file.
- If the employee refuses to sign the warning, the refusal should be noted on the file copy and still retained in the employee's file.

6.6 TERMINATION - NO CHANGE IN PATTERN

If the terms outlined in the final warning are not met, termination must be considered a real possibility.

If the Director whose responsibilities include terminating employees believes, on assessing the file, that the requirements were reasonable and the rate of progress unacceptable, then another meeting should be arranged.

It is crucial that the employee is told that the improvement has not been satisfactory as required by the terms of the final warning, with the reasons being set out in detail, and that there is now a prima facie case supporting termination.

The employee should then be asked if there is any information that s/he wishes to put to management to consider in making the final decision.

The employee should then be asked to wait outside while the appropriate management person decides what is to be done.

If the decision is made to terminate the employee, the procedure is as follows: -

Again, allow the employee to respond to the allegations thus ensuring all the circumstances of the offence have been explored prior to the actual dismissal from employment.

The final letter of termination should have reference to earlier warnings and counselling undertaken, and outline to the employee, the reasons for his/her termination. The employee should be informed, then escorted back to their workstation to collect any personal belongings, then escorted from the premises. Pay, including pay in lieu of notice should be available for collection or posting, on the following working day.

Ensure the dismissal is carried out in accordance with the provisions of the relevant Award i.e. in respect of period of notice etc.

6.7 INSTANT DISMISSAL SERIOUS MISCONDUCT

In accordance with Fairwork Australia's guidelines, LER has the right to dismiss an employee without notice for conduct that justifies instant dismissal.

Instant dismissal does not require LER to give notice, counselling or warning if the employee is found to have committed serious and wilful misconduct.

Serious and wilful misconduct may include, but is not limited to:

- Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article on LER premises.
- Physical assault on a fellow employee, client or visitor; or
- Theft from LER, fellow employees, clients or visitors.
- Harassment (whether verbal, sexual or otherwise) of a fellow employee (subject to investigation and clarification of facts) and;
- Arson of LER property.
- Wilful and/or malicious damage to property and/or equipment of fellow employees, clients, visitors.
- Consumption or possession of alcohol on LER premises unless in accordance with strict Company approval and authorisation.
- Consumption or possession of illegal drugs on LER premises.
- Breach of LER's Code of Conduct.

It should be noted that an instant dismissal does require a thorough investigation with very clear and concise facts obtained. In situations that may be doubtful, it will be LER policy to issue a final warning.

6.8 WHAT HAPPENS AFTER HARASSMENT OCCURRED?

In some cases, conciliation can successfully resolve complaints. In more serious cases disciplinary action will be taken, with the possibility of dismissal being the ultimate penalty. If a complaint involves sexual assault, police will prosecute and penalties will be handed down by the court.

The effects sexual harassment has on a work location can vary. Often the employee side with either the complainant or the harasser, resulting in divisions within the workplace. Each group can react with distrust of the other which creates a poor work environment.

6.8.1 WHAT DO I DO IF I'M SEXUALLY HARASSED?

You must tell the harasser to stop the offensive conduct.

If the behaviour does not stop, speak to the Managing Director or your manager if the alleged offender is the Managing Director. When you approach these people, you can be accompanied by a support person of your choice.

Keep a record of the incidents and/or retain evidence such as pictures, notes etc.

Complaints will be handled confidentially and sensitively. The resolutions options will be discussed with you and action taken to ensure you are safe and not victimised.

Investigations will follow a complaint and appropriate action taken to ensure the complaint is handled promptly.

Note:

- (i) If the harassment continues or the Supervisor or the Manager is the source, the matter must be brought to the attention of a Director immediately;
- (ii) Where a complaint is made and which involves a criminal offence, the complainant will be advised of their right to report the matter to the police.

6.8.2 HOW DOES CONCILIATION WORK?

Where a complainant wishes to proceed with a complaint, the Director will inform in confidence the person or persons against whom the complaint is being made, of the nature of the complaint, and to offer conciliation and/or mediation.

The object of conciliation is to ensure:

- No recurrence of the behaviour which gave rise to the complaint;
- No reprisals for making the complaint;
- If the complainant has suffered disadvantage as a consequence of resisting the harassment, the situation will be redressed as far as possible to the complainant's satisfaction.

6.8.3 HOW DO I LODGE A FORMAL COMPLAINT?

Where a complaint is not settled by conciliation or mediation at an informal level the nature of the complaint should be conveyed formally in writing by the complainant to the Director.

The Director will investigate the matter and if the complaint is found to be well grounded both parties will be told of the decision and the reasons for it. The Director will recommend action to be taken to:

- Prevent the behaviour recurring;
- Repair any loss or damage which may have been suffered by the complainant as a consequence of the behaviour giving rise to the complaint or making the complaint;
- Ensure that the complainant is not subjected to reprisals of any kind by any person by reason of making the complaint.

When taking an action on this matter the Director will ensure that the person against the complaint

- Know the standards expected and the rules to which they are expected to conform;
- Be given a clear indication of where this is not being achieved;
- Be advised that should the harassment continue or if a serious incident has occurred they will be subject to the normal disciplinary procedures.

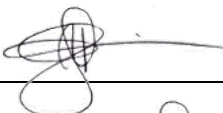


Where it is found after investigation that a complaint is unsubstantiated the reasons for the finding will be explained to both parties by the Director or the Director's nominee who heard the complaint. In cases where a complaint is found to be frivolous and/or vindictive formal action against the complainant under the terms of the disciplinary' may be instigated.

6.8.4 CAN I BE ASSURED OF CONFIDENTIALITY?

All complaints and enquiries will be treated in confidence. Discussion, information and records will remain confidential.

CONTROLLED INFORMATION APPROVAL AND DISTRIBUTION PAGE

CONTROLLED DOCUMENT NUMBER	00000-COR-POL-0001
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Prepared by:	Rod Gardiner		21/06/2021
Reviewed by:	Rod Gardiner		21/06/2021
Approved by:	Chris Lawson		21/06/2021

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Distribution List Informed
1. Company All
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