



COMPANY POLICY FOR EMPLOYEES

2025

S.D.F. ELECTRICAL



**S.D.F ELECTRICAL PTY LTD - COMPANY POLICY FOR EMPLOYEES**

All employees must comply with the SDF Corporate Policies listed below, and included in ATTACHMENT A of this document:

- Working Live Policy
- Workplace Health & Safety Policy
- Psychological Safety Policy
- Risk Management Policy
- Rehabilitation & Workers Compensation Policy
- Quality Policy
- People Policy
- Innovation Policy
- Ethical Behaviour Policy
- Environmental Policy
- Diversity Policy

In addition to the above, the following document details the Company's Policy that outlines the minimum requirements and expectations that S.D.F Electrical Pty Ltd (the company) has for all employees:

SECTION 1: CODE OF CONDUCT

- Ethical businesses behaviour and a transparent business code of conduct is an expectation placed upon the company by our employees, clients, the community, and other stakeholders. The company does comply with Federal and State Legislation on all matters regarding ethical business behaviour; our employees must also behave ethically and honestly when conducting company business.
- The company promotes the concept of innovation through 'thinking-smart' on ways to ethically reduce costs to the company and our clients through increased productivity, enhanced quality and/or safety outcomes.
- Employees must treat company information including, intellectual-property, procedures, Forms, Safe Work Method Statements, Plans and/or data as strictly confidential.
- The following conduct may warrant immediate suspension whilst being investigated and may result in dismissal following appropriate disciplinary action being taken:
 - a. Unethical business behaviour (as set down by Federal Legislation)
 - b. Violence, including bullying
 - c. Sexual Harassment
 - d. Neglect of Duty
 - e. Breach of Safety Procedures
 - f. Being under the influence of alcohol or illegal substances
 - g. Theft, which includes taking any materials from site unauthorised by the company
 - h. Fraud such as deliberate falsification of timesheets, purchase documents, store documents etc.
 - i. Modifications to any company policy, procedure, or form without permission of the General Manager and/or Operations Manager
 - j. Malicious damage of company assets and/or deliberate damage to another employee's property.

If it is alleged that an employee has conducted themselves in a manner as outlined above, the company will conduct a reasonable investigation to determine what circumstances should be considered in deciding whether to dismiss the employee. The employee will be given a fair opportunity to be heard on those allegations and if the employee is regarded negligent, he or she will be given a fair opportunity to be heard on whether a dismissal should take place.

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SECTION 2: DUTY OF GOOD FAITH

An employee shall observe their common-law duty of “good faith” towards the company and treat as confidential all company information, intellectual property, data etc.

Good faith on the part of the employee is a basic condition of employment. The employee is subjected to a duty not to injure their employer by acts showing an abuse or betrayal of the trust reposed in them. The employee must display competence, care, obedience, and good faith. Each of these, are always aspects of the employee’s overriding obligation to advance the best interests of their employer. An employee agrees to perform their services faithfully and will not do anything, which may injure or undermine the trade or business of the employer.

If an employee conducts himself or herself in a way inconsistent with the faithful discharge of their duty in the service, it is considered misconduct, which may justify dismissal.

SECTION 3: PAPERWORK

Employees are to familiarise themselves with the requirements for the completion of paperwork relevant to their role(s) within the company. The company will provide sufficient guidance for the completion of all company forms. All paperwork is to be completed in legible handwriting and should be completed in permanent blue/black ink. Forms along with any relevant paperwork are to be submitted to the office at the first available opportunity and no later than one week after receipt.

The following paperwork (if applicable) should be accurately completed and/or forwarded to the office promptly.

- Job cards
- Timesheets
- Delivery docketts
- Purchased Orders
- Supplier Invoices
- Supply Authority prescribed forms
- Test and tags for portable appliances
- Stock lists
- Car log
- Certificate of Test
- Test Procedure Checklist
- Work Live Authority Form

SECTION 4: COMPETENCY FOR ELECTRICAL FITTER/MECHANIC

Employees shall:

- Work in a competent and neat manner
- Remain competent in testing installations as well as CPR
- Remain proficient with AS/NZS-3000 and AS/NZS-4836
- Maintain an adequate understanding of AS/NZS-3008 and other appropriate standards
- Maintain a copy of their **Electrical Licence** on their **smart phone** for ready reference when/if requested by the Regulator or client for verification of qualification.
- **NOT** perform any of the three (3) activities below unless they have been **Authorised** by the **Technical Endorsee/Qualified Technical Person** for S.D.F Electrical Pty Ltd:
 - 1) Mandatory Testing as per AS/NZS-3000
 - 2) Electrical Isolations
 - 3) Testing on Construction Wiring & Demolition Sites – AS/NZS-3012

NOTE: All the above require specific in-house training; the company will provide training and instruction, if requested and considered appropriate.

SECTION 5: MOTOR VEHICLES

The following defines the minimum requirements for use of company vehicles.

5.1 APPROVED DRIVERS

The driver of a company vehicle must be an employee of the company and the employee must be fully licensed to drive the classification of the vehicle. Persons other than employees, or employees who are unlicensed or who have learner's licenses are not permitted to drive company vehicles.

A photocopy of each driver's current licence must be provided to the company and the driver is to advise the company of any change to the status or validity of the licence.

Employees should maintain a copy of their **Drivers Licence** on their **smart phone** for ready reference when/if requested by for verification prior to driving a company vehicle.

5.2 PRIVATE USE

No company vehicle is to be used for personal or private use without the prior consent of management in writing.

Employees may use the company vehicles that have been allocated to them to drive to and from work. The company vehicle may also be used when the employee is rostered on call or when he or she may otherwise have good reason to believe that they may be called upon to work and on the proviso that he or she will be available if called to work.

Company vehicles must be securely parked and secured against unlawful entry when parked. Off street parking is the minimum requirement at employee's residence. Vehicles must be locked when unattended with no items such as mobile phones or laptops that could tempt entry to the vehicle, be left in plain sight.

5.3 RETURN OF COMPANY VEHICLE

The company vehicle must be returned to the company prior to an employee commencing annual or long service leave. If an employee is on sick leave, then the company may arrange to retrieve the vehicle for use by others if so required.

5.4 CARE OF COMPANY VEHICLE

Smoking is not permitted in any company vehicles. The allocated driver of each vehicle is responsible for the basic maintenance of each vehicle. This basic maintenance is to include as a minimum the following:

Monitoring and replenishing of vital fluids and lubricants to include:

- Petrol
- Engine Oil
- Engine Coolant in radiator
- Washer fluids
- Tyre Air pressure

Maintenance should be carried out during ordinary hours; however, it is the responsibility of the driver to ensure that this occurs as and when needed.

At his/her own expense, the employee is always expected to keep the inside and outside of the company vehicle clean and presentable. Stock in vehicles should be kept in good order and in a tidy condition.

No alterations, additions or modifications are to be made to the vehicle without approval of the manager.

Employees responsible for vehicles are also to report to management any repairs that need to be carried out to maintain the vehicles. Management will then arrange for the repair to be carried out. The employee is responsible for bringing to managements immediate attention of any fault that could render the vehicle unsafe or un-roadworthy.

Company vehicles must not be driven when un-roadworthy or in a mechanical condition which is likely to cause damage to persons, property and/or the vehicle.

The company will ensure that all repairs and servicing of its vehicles are carried out to maintain a functional roadworthy vehicle. The approval of the manager must be obtained before any repairs or maintenance is carried out.

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Employees are responsible for taking the appropriate precautions when restraining loads on Company vehicles. If the employee is unsure of the appropriate precautions, they must contact their supervisor to receive further instructions before proceeding.

5.5 PETROL CHARGE CARDS

Company petrol charge cards are to be used for purchase of petrol and oil for the company vehicle only. No miscellaneous purchases are permitted on the charge card. Odometer readings are to be supplied to the supplier when purchasing petrol or oil.

5.6 INSURANCE

Company vehicles are insured for loss or accidental damage.

Note: the employee should arrange through his or her own insurance for insurance of private property, which will be carried in a company vehicle.

All vehicles (including doors & toolboxes) must always be locked and secured whilst unattended.

If an employee is found to be negligent or operating the vehicle illegally, the employee will be responsible for the payment of any fine or insurance excesses and authorize the deduction of such from any monies owing.

The insurance cover over these vehicles covers the vehicles from the employee's residence to work or job site in as short as practical distance and whilst the vehicle is parked at the employee's address.

5.7 SAFE, COURTEOUS & LEGAL USE

Company vehicles are to be used safely, courteously, and legally always. Company vehicles must be left available with a minimum of ¼ tank of fuel but should be refuelled as a matter of courtesy rather than returned low and drivers must at all times use the correct grade of fuel.

Note: all fines or other penalties are to be paid for or borne by the employee.

An employee who loses his or her driver's license will be dismissed if the job required the use of a vehicle and if no other arrangements are available.

5.8 ACCIDENTS

Note: Vehicles are only to be driven by authorized employees of the company. Any traffic violation or offence of any sort committed by an employee will remain the sole responsibility of that employee.

The company **will not** be liable for any fines or penalties because of vehicle use by employees at any time. The driver of any vehicle who has either knowledge of, or formal notice of an offence must notify the company immediately.

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident giving all details to the management in writing as soon as possible.

Note: Where the employee is **proven legally negligent**, the employee will be responsible for payment of the insurance excess, which may necessitate the deduction of monies from wages.

A driver of a company vehicle must know what to do if he or she has an accident. "What to do if in an accident" and "Accident details to record" are available from the company and a copy should be kept in each vehicle.

5.9 ALCOHOL OR DRUGS

A company vehicle is not to be used by any driver who is affected by drugs or alcohol. No company vehicle is to be driven when the driver has a blood alcohol level above the prescribed limit (insurance becomes void) or be under the influence of medication and/or social drugs including alcohol that may impair performance.

The company will **provide no support** for any employee who suffers any consequences as a result of being in control of a company vehicle whilst under the influence of alcohol or drugs, *unless there are extraordinary circumstances and at the sole discretion of the General Manager.*

The employee will pay for any damage to the company vehicle, other vehicles, people or property as a result of an accident where the employee is the driver of a company vehicle, and the employee are proven to be affected by alcohol or drugs.

An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

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5.10 MISDEMEANOURS

Any employee who does not abide by the above will receive a written warning on the first occasion. Immediate dismissal could result if an employee is found to be in control of a company vehicle whilst under the influence of drugs or alcohol. Dismissal could also result in an employee steals from the company or by using the petrol charge card for private purchases.

If an employee causes damage to a vehicle through his or her own negligence, then this employee may be required to pay for the repair of the damage.

Failure to comply with the above may result in removal of vehicle usage or disciplinary action.

SECTION 6: UNIFORM/CLOTHING

Employees must always be clean and presentable. It is suggested that protective clothing such as overalls be used when working in particularly dirty areas to limit the damage and soiling to basic work clothes.

The following are standard uniform requirements and ALL employees must always have access to these items.

- Shirt displaying (the company) emblem
- Trousers
- Foot Protectors (2 pair)
- Safety Glasses
- Suitable Hearing protection for the task (ear plugs/earmuffs)
- Suitable Safety boots
- Items initially supplied by the company

SHIRTS AND TROUSERS

If you have been provided with shirts displaying the company (SDF) emblem you must always be seen wearing these shirts when representing the company.

The wearing of workwear provided by another company and/or sponsored clothing from football clubs etc. is discouraged when representing the company in the workplace.

SAFETY BOOTS

Approved safety boots or footwear must always be worn whilst at work. However, certain/rare working conditions and/or client's requests will necessitate the removal of boots, at which time the employee should weigh the request with any risk of injury, and where risk of injury is identified replace boots. Footwear protectors should be worn in such circumstances. All safety boots must be in good order and replaced promptly once well worn.

BOOT PROTECTORS

Safety boot protectors should be worn at times to prevent damage, soiling etc. to client's floor coverings and furnishings.

SECTION 7: PERSONAL HYGIENE

Employees must maintain a high level of personal hygiene, cleanliness, and appearance at all times.

Employees should:

- Maintain a clean, neat look
- Maintain a neat and tidy appearance. Hair should be kept neat and long hair should be tied back to prevent injuries.
- **NOT** smoke during working hours except for lunch break and only in designated smoking areas

These requirements are designed to maintain a professional image with our clients and employees, as representatives of the company must adhere to the above requirements.

SECTION 8 PERSONAL EQUIPMENT AND TOOLS

To maintain efficiency all employees are required to maintain and provide a minimum list of trade-quality personal tools and equipment to complete their day-to-day work. Employees are encouraged to expand on this tool list where they see fit.

The minimum list of tools is per **SDF Form-18**, included in the **New Employee** information package.

All equipment is always to be maintained in a good working condition. The maintenance of all other personal tools will be the responsibility of the individual employee.

SECTION 9: COMPANY PROPERTY ISSUED TO EMPLOYEES

Employees issued with company property are required to maintain it in a satisfactory condition and account for such items as and when required. Employees are to keep in safe custody all company tools and equipment.

Any laptop or mobile phone issued to an employee that is damaged or lost due to their negligence shall be replaced at the cost of that employee.

Company phones and laptops to be used for work related tasks only. Any software/downloads outside of standard company issue shall be approved by the SDF Office manager. Employees failing to comply with the above maybe subject to disciplinary action.

All care should be taken when using company tools and equipment, especially those of a fragile nature. Such property would include items of plant and equipment, keys, technical bulletins, books etc.

Any employee leaving the company will be required to return (in good condition) all company property previously issued to them.

As a precondition to any exiting employee receiving their final payout, the Supervisor/Project Manager must complete Form ADMIN-0206 Employee Exit Checklist and forward to Accounts.

SECTION 10: SAFETY

The company has a **no-harm** focus across the entire business enterprise that promotes a way of thinking where our people are not at risk of **harm** through unsafe work practices.

The company has a **Workplace Health & Safety Policy** that embraces a comprehensive range of Procedures, Safe Work Method Statements (SWMS), workplace risk-assessments and project specific HSEQ Management Plans.

All the above are routinely explained to employees via weekly toolbox meetings and/or other awareness sessions as the case maybe.

**SECTION 11: SAFETY EQUIPMENT**

Personal protective equipment, safety guards and signs are provided for your protection. Employees must ensure that protective devices are always used during operation as required. Any queries in this matter should be directly communicated to the company safety advisor for risk assessment analysis. All employees must wear appropriate clothing; approved safety work boots, safety helmets and/or other PPE identified on the project/job specific Safe Work Method Statement(s).

SECTION 12: SAFETY INDUCTION

Employees will be formally inducted in matters of Workplace Health & Safety in accordance with our **Workplace Health & Safety Policy**, Workplace Health & Safety Act, Regulations, Compliance and Advisory standards and appropriate Electrical Industry Codes of Practice.

All new employees will participate in a company induction. Company policies, safety requirements, operating procedures and obligations will be advised. Participants will be required to sign a document acknowledging their attendance at the induction session and that they understand, agree with, and will comply with all company policies.

At the conclusion of the company induction, **new employees** will be required to sign off on **Form ADMIN-0201-SDF Terms and Conditions of Employment**, the formal agreement between the company and the employee. All signed documents relating to the above induction will be included in the employees' personnel file.

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SECTION 13: MOBILE PHONES, SOCIAL MEDIA, TEXTING, PERSONAL PHONE CALLS

Mobile phones are not be used for any calls, social media, texting, or email by employees during working hours unless otherwise agreed with your supervisor/manager, and only then in an emergency situation. Message Bank should be checked only during scheduled breaks. There will be no company issued guidelines for using your mobile phone for work related purposes. Any use of your personal mobile device for work tasks will be considered voluntary and will not entitle you to any additional allowances or compensation.

The wearing of earphones in the workplace can be hazardous to the wearer's safety in congested work areas, thus can only be used with the express permission of your supervisor.

Employees failing to comply with the above maybe subject to disciplinary action.

The company uses smart-technology imbedded in *Procedures*, *Safe Work Method Statements* and *other documents* to deliver enhanced e-Learning and employee interaction at awareness sessions and toolbox meetings. This will be available on company issued devices.

SECTION 14: EMAIL/INTERNET

Employees, who access the Internet with company provided services and/or equipment, can only do so to perform legal, business-related activities. Unless authorization is obtained from the Manager/Supervisor private use of the Internet is not to take place on any employee workstation, smart-phone, or tablet.

The company reserves the right to determine how and when to dispose of all information that enters the organization via the Internet, including mail messages, text, graphics, programs, web pages, etc. The company reserves the right to log all accesses to the Internet to confirm that users are abiding by the above requirements.

Users must report any security violations involving the Internet to the Manager as soon as possible and assist in investigation and resolving the problem.

Employees must not use Internet access provided by the company to:

- Create or exchanging messages that are offensive, harassing, obscene or threatening
- Visit web sites containing objectionable (including pornographic) or criminal material
- Exchange proprietary information, trade secrets or any other confidential or sensitive information, company documents or software about the company
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music videos or movies)
- Use Internet-enabled activities such as gambling, excessive gaming, conducting a business or conducting illegal activities.
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email

SECTION 15: CUSTOMER SERVICE

Employees are always to conduct themselves in a pleasant respectable and courteous manner during working hours or whilst displaying the company name. All employees are expected to show respect for our clients, with regards to their requests and their property. Employees should endeavour to undertake the following:

- Attend jobs promptly. Contact office or client if delayed
- Greet and thank clients courteously
- Make every effort to protect client's property i.e. carpets, walls, gardens etc.
- Inform customers of the work carried out, and where possible ensure that they are aware of any changes and the client is satisfied i.e. instructions on how to set sensor lights, timers etc.
- Ensure that all work completed, or left unfinished overnight is both safe and tidy.
- Ensure all work sites are always kept as clean and neat as possible.
- Use drop sheets where necessary to protect the client's furnishings.
- Be aware of any requirements individual clients may have in respect to access to their work site i.e. kitchens may require hair nets be worn

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- Employees should maintain a personal manner and appearance that will bring credit on the company.
- Improve customer service with image and improved housekeeping.
- Market additional services and products to customers, if appropriate.

On projects where a builder is the company's client any work requested by either builder or end user client outside the work instructed by the company should be referred to the **SDF Project manager** for prior approval, as certain paperwork is required to ensure payment for such work.

You are not to directly discuss additional work with end user client/or builder – politely convey to them that all additions/variations/requests etc. are to be referred to the **SDF Project Manager**.

If it is necessary to converse with end user, client/and or builder, it is essential that as a representative of the company that you conduct yourself in the appropriate manner. Your **duty of care** should always be kept in mind and ANY & ALL discussions should be relayed to the **SDF Project Manager** immediately as written documentation and confirmation of discussions may be required.

SECTION 16: DRUG & ALCOHOL

People affected by alcohol and/or other drugs are a safety hazard to themselves, and all others present in the workplace.

1. All employees must self-assess themselves **fit for work**, before starting work for the day. In fact, this **fit for work** self-assessment should be done prior to the employee leaving their place of residence.
2. Any employee who appears to be affected by drugs or alcohol will not be allowed to commence work until that person is fit and able to work in a safe manner.
3. The process on how to manage a situation where an employee appears to be under the influence of drugs or alcohol will be established on a case-by-case basis, in a fair and equitable manner.
4. Unless there are extenuating circumstances, there will be no payment of lost time to a person unable to work in a safe manner due to the influences of drugs or alcohol.
5. Employees proven, *by professional means*, to be under the influence of drugs or alcohol whilst **AT WORK** is considered a serious safety breach as will be dealt with in accordance with **SDF-20 Safety Breach Procedure**.
6. Employees must comply with the Principal/Head Contractors random drug and alcohol testing regime implemented on a particular site/project. Employees refusing to comply or failing a test will be dealt with in accordance with **SDF-20 Safety Breach Procedure**.

SECTION 17: ANTI DISCRIMINATION

This company is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain company standards of service.

Discrimination undermines proper working relations and may cause low morale, absenteeism, and resignations. The company does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment.

Under Federal and State anti-discrimination laws, discrimination in employment on the following grounds is against the law:

- Sex
- Pregnancy
- Age (*wages records require date of birth be recorded after hiring*)
- Impairment
- Trade union activity
- Political belief and activity
- Lawful sexual activity
- Marital status
- Parental status
- Race

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- Religion
- Criminal record
- Social origin

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially, and impartially. Disciplinary action and/or instant dismissal may apply anyone who harasses a co-worker or client.

SECTION 18: WORKPLACE BULLYING/HARASSMENT

The company is committed to ensuring a healthy and safe workplace that is free from workplace bullying and/or harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Workplace bullying and/or harassment does not include reasonable management action taken in a reasonable way by the company in connection with the person's employment.

Any reports of workplace bullying and/or harassment will be treated seriously and investigated promptly, fairly, and impartially. A person making a complaint and/or who is a witness to workplace bullying and/or harassment will not be victimised.

Disciplinary action will be taken against a person who bullies and/or harasses a worker, or who victimizes a person who has made or is a witness to a complaint. Complaints of alleged workplace bullying and/or harassment found to be malicious, frivolous, or vexatious, may make the complainant liable for disciplinary action and/or instant dismissal.

Fighting and/or physical contact with other persons on any company site, or company related function, will lead to instant dismissal of the offending company employees

SECTION 19: EQUAL EMPLOYMENT OPPORTUNITY

The company is committed to providing employment conditions that ensure equal employment opportunities and which are free from unlawful discriminatory practices. Such employment conditions must reflect both relevant legislation and current community standards.

Equal opportunity employment is the creation of conditions, which ensures that all people have an equal chance to seek and obtain employment and promotion. Equal opportunity employment requires that employees are selected, promoted and treated on the basis of their individual talents and capabilities.

The state legislation that is relevant to Equal opportunity employment includes:

The Anti-Discrimination Act which prohibits discrimination in employment (and other defined areas) on the grounds of sex, marital status, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, breast feeding (goods and services area), and association with or relation to, a person identified on the basis of any of the above attributes.

SECTION 20: SEXUAL HARASSMENT

This company considers sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstance. The company believes that all employees should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is any form of unwelcome sexual attention. It has nothing to do with mutual attraction or friendship between people, which is normal and positive. Sexual harassment, on the other hand, involves humiliation or offence to the victim.

Sexual Harassment could be:

- Unwelcome physical touching
- Sexual or suggestive comments, jokes or taunts
- Unwelcome requests for sex
- The display of sexual material (such as photos, pin-ups or pictures) or reading matter (such as emails, faxes or letters)

Individuals who believe they have been subjected to sexual harassment should report the incident to the **General Manager**. Any allegation of sexual harassment brought to the attention of the **General Manager** will be promptly and discreetly investigated. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

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Individuals found to have engaged in misconduct constituting sexual harassment will be severely disciplined, up to and including instant dismissal and/or reported to client or appropriate authority. The company may elect any other appropriate action to protect employees/clients.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the **General Manager**. (*The General Manager can be contacted via email: sdf@sdf.net.au*)

The company will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment would be subject to the same disciplinary action provided for sexual harassment offenders.

SECTION 21: INCLEMENT WEATHER**WORK IN THE RAIN**

- No employee will be required to work in the rain when it is unsafe and/or not practical to do so, and then only under cover of a suitable SWMS
- Any employee required to work in the rain shall be paid double time rates for all work so performed, and such payment shall continue until they cease working in the rain

INCLEMENT WEATHER

"Inclement Weather" means the existence of continuous rain or abnormal climatic conditions and consequently it is either unsafe and/or unreasonable for employees to continue working whilst exposed to that weather.

(a) When inclement Weather events occur, the **Supervisor** will ensure that:

1. work continues in all areas of the site until such time the **site safety team** consider that work can no longer be done safely and efficiently in any/all of the areas
2. when work is **no longer considered safe** or efficient in all/some areas of the site, the **Supervisor** will then direct employees to:
 - relocate to alternative work areas, workplaces or sites not affected by inclement weather where there is suitable access to amenities; or
 - perform emergency and safety related work or work on unexpected breakdowns which can be corrected in limited time duration when/if required; or
 - attend toolbox meetings, work planning sessions or skills development and/or training activities provided where there is suitable access to amenities
3. the **SDF Project Manager** is consulted when suitable work areas and/or access to amenities are **not available** during inclement weather events, and follow further instructions
4. if directed by the **SDF Project Manager**, send employees home subject (b) below

(b) The Maximum hours of payment for ordinary time lost through Inclement Weather are:

1. payment for the time already attended and for the balance of the ordinary hours of the attendance; and
2. the maximum payment for lost through inclement weather @ ordinary time to the maximum of 40 hours in any calendar month. *NOTE: These hours are not cumulative thus not transferable to the next calendar month*

SECTION 22: PAYMENT FOR STOP-WORK MEETINGS

When employees elect to attend Industry stop-work meetings/rallies the following payment provisions apply:

1. When an employee commences work and then attends a stop-work meeting/rally, a minimum of four (4) hours pay will be deducted, it is an offence for SDF do otherwise
2. **Prior** to the day of the stop-work meeting/rally employees can **apply** to take an RDO or annual leave day, **approval** for such will not be unreasonably withheld,

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3. Taking the day/time off on sick pay **is not** acceptable practice by SDF and/or Fair Work Australia.

SECTION 23: GRIEVANCE AND DISPUTES

The company and the employee agree that in the event of a grievance or dispute arising between them in relation to any matter concerning the employee's employment with the company, they will genuinely attempt to resolve the dispute following the process set out herein.

The process which will apply to grievances and disputes between the company and the employee shall be the following:

- In the event of a dispute arising the aggrieved party shall notify the other party of the existence of the dispute in writing and provide written details of the grounds of dispute
- The parties shall meet within three (3) days of a notice of dispute being given by one party to another. At the meeting, the parties shall endeavour to resolve the dispute by negotiation.
- If the parties are unable to resolve the dispute by negotiation, then the parties shall elect whether to refer the dispute to mediation or to a private arbitrator. If the parties are unable to agree on a process for resolving the dispute within 2 days of the meeting referred to in this clause, then the dispute shall be referred to mediation. The mediator or arbitrator shall be chosen and appointed jointly by the parties or otherwise the president of the Law Society of Queensland shall appoint one for the parties. The parties shall share the costs of such equally.
- The mediator shall assist the parties to resolve the dispute by agreement. The mediator shall have no power to make a binding decision for the parties nor shall the mediator express any opinion or give advice.
- The arbitrator shall be empowered to make a final and binding decision on the parties after hearing both sides of the dispute. The arbitrator shall follow the expedited Commercial Arbitration Rules of the Institute of Arbitrator & Mediators Australia excluding rule number 21
- If the parties are unable to resolve the dispute in mediation, they shall be free to take whatever action they deem fit.

SECTION 24: SMOKE FREE WORKPLACE

The company accept the responsibility to provide a working environment in which the risk of injury or disease to its employees is reduced to as low as level as is practicable.

There is now sufficient medical evidence that passive smoking increases the risk of disease. As a result, the company has implemented a smoke free workplace consistent with business best practice, government regulations and our clients.

SECTION 25: UNLICENSED ELECTRICAL WORKERS

Electrical workers are responsible for ensuring their electrical licence is renewed prior to expiry. Electrical workers must provide evidence of their licence to the company prior to commencing further electrical work with the company. A photocopy of the licence shall be taken for company records.

Without a current electrical licence, electrical workers who undertake electrical work shall be breaching the Electrical Safety Act and Regulation and could be prosecuted. The company has an obligation to ensure electrical work is performed only by correctly licensed electrical workers.

Workers who do not provide detail of licence renewal as requested, or do not hold a current electrical workers licence, shall not perform electrical work until such time as evidence is provided.

Disciplinary action shall be taken where an employee fails to renew their electrical licence prior to the appropriate date. An employee may be subsequently terminated if the company is not satisfied appropriate action is being taken to correct the situation.

SECTION 26: TRAINING

The company provides the training listed below, at no cost to the employee. This training provides/maintains the competencies each employee requires to adequately, and safely carry out the works performed by the company.

All training courses below to be approved by senior management.

- Working at Heights
- Confined Space

COMPANY POLICY FOR EMPLOYEES

- Fall Protection (when required)
- Railway Industry Worker (SARC)
- Elevated Work Platform (EWP)
- CPR/LVR
- Construction Wiring (AS/NZS 3012)
- Authorised Testing Persons (ATP)
- HSR
- Delegate's training
- Electrical Apprenticeships
- HSEQ Systems – via toolbox meetings
- Leading Hand
- Foreperson
- Asbestos Training
- Silica Dust Training
- Mental Health Training

Any other site-specific training will assessed be on a case-by-case basis.

26.1 OTHER TRAINING AVAILABLE TO EMPLOYEES

The Joint Electrical Training Council (JETCO) is CIRTs associated training fund and supports employees to maintain and upgrade their skill within the electrical construction industry by providing subsidies to offset training expenses.

JETCO has a range of training subsidies available to employees depending on their time in the fund and the amount contributed by their employees and stipulated in the applicable employment agreement.

SECTION 27: CHRISTMAS SHUTDOWN

The company shuts down every Christmas for a minimum period of 3 weeks, in conjunction with the general industry shutdown.

When employees have enough accrued annual leave to cover the above shutdown period, the appropriate rate of pay for *ordinary hours* of work will be paid throughout. When employees **do not** have enough accrued annual leave to cover the shutdown period; the leave will be unpaid (excluding public holidays). *Employees must be mindful of the above when arranging any other periods of leave outside of the Christmas shutdown.*

SECTION 28: MISDEMEANOURS

Any employee who does not abide by this policy will receive a written warning on the first occasion and could be dismissed if this happens on more than one occasion.

SECTION 29: PROBATIONARY PERIOD

The Probation Period for all employees is three months, unless specifically increased by a Site Agreement, commencing from the date of acceptance as per SECTION 29 below.

SECTION 30: ACCEPTANCE

This **Company Policy for Employees** is included as part of our online induction process. At the successful conclusion of the online induction, you will receive a system generated **Certificate of Completion** that verifies that you have accepted all criteria.

The issuance of above **Certificate of Completion** is also our confirmation that you will undertake to abide by this **Company Policy for Employees** during your employment.

Working Live Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to provide an electrically safe workplace, for the safety of employees, the customer, and other stakeholders.

Our approach

S.D.F Electrical will strive to operate and continuously improve the electrical safety performance of our work practices to ensure we do not expose our employees, customers and the communities to harmful electrical contact.

Working Live Policy in practice

- Live electrical work is expressly forbidden unless a Safe Work Method Statement (SWMS) is prepared and then reviewed and approved by the Technical Endorsee for S.D.F Electrical
- Working within 3000mm of exposed, live electrical parts is considered live work as defined by AS/NZS 4836
- Unless, the live work is related to low voltage (LV) fault finding & testing activities, then, all work shall be carried out strictly in accordance with S.D.F Electrical procedures and AS/NZS 4836
- All personnel involved with live work, (including fault finding & testing activities) shall be trained and then authorised by the Technical Endorsee for S.D.F Electrical
- The Technical Endorsee for S.D.F Electrical shall monitor the performance of personnel authorised to conduct live electrical work to ensure they are kept up to date with training on current techniques, Standards and legislation
- From time to time, S.D.F Electrical will engage the services of an independent 3rd party expert to a review/audit of procedures, work methods and training records to ensure best practice is maintained
- High Voltage (HV) work is excluded from this Policy as S.D.F Electrical engages specialist service providers to carry out this work.



Steven Flanagan
Director

February 2025
ABN 56 073 389 705

Workplace Health & Safety Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to the health and safety of its people and workplaces.

Our approach

S.D.F Electrical will strive to operate and continuously improve the health and safety of workplaces so as not to cause injury or illness to our employees, customers and the communities in which we operate.

Workplace Health & Safety Policy in practice

- Operate in accordance with our values, policies, minimum requirements and procedures and provide the framework for setting, reviewing and improving workplace health and safety objectives and targets
- Comply with Work Health and Safety acts and all other applicable laws, regulations, codes of practice and standards that may impact the workplace
- Comply with the S.D.F Electrical Psychological Safety Policy
- Consult with our employees, customers and other stakeholders on matters relating to workplace health, safety and welfare
- Ensure health and safety information is disseminated to employees, customers, stakeholders and visitors in the workplace
- Provide appropriate health and safety training and ensure that all employees, stakeholders and customers understand our health and safety commitment and the role they play
- Apply an integrated risk management system which ultimately seeks to eliminate and control hazards through the business lifecycle
- Establish standards of performance, measurable objectives and targets to track our success
- Ensure all incidents are reported and fully investigated to identify all causal factors
- Undertake regular audits and inspections of our workplaces to improve, maintain and verify compliance
- Empower employees to cease work where there is a threat to the safety of themselves or others.



Steven Flanagan
Director

February 2025
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Psychological Safety Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical recognises that a mentally healthy workplace is a key driver for organisational success and sustainability

Our approach

S.D.F Electrical will strive to continuously improve the way we manage the psychological safety at our workplaces to provide a healthy, safe, and productive environment for our employees.

People Policy in practice

S.D.F Electrical is committed to:

- Eliminating or minimising risks to psychological health with integrated systems, policies and processes that are monitored regularly
- Building and maintaining a positive and supportive environment and culture that protects from psychological injury
- Increasing workers' knowledge, skills and capabilities to be resilient and thrive at work
- Reducing stigma and discrimination in the workplace
- Facilitating workers' participation in a range of initiatives that contribute to a mentally healthy workplace

All workers are encouraged to:

- Understand this policy and seek clarification from management where required
- Identify and report on hazards and factors that may impact on workers' psychological health and safety
- Consider this policy while completing work-related duties and at any time while representing S.D.F Electrical
- Support fellow workers in their awareness of this policy
- Support and contribute to S.D.F Electricals' aim of providing a mentally healthy workplace for all workers.



Steven Flanagan
Director

February 2025
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Risk Management Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to informed and astute risk management which is fundamental to the commercially prudent conduct of our business.

Our approach

S.D.F Electrical will ensure that both our clients' requirements and our commercial objectives are met or exceeded by the application of a structured and planned approach to risk management.

Risk Management Policy in practice

- Ensure risk management processes and procedures are based on AS/ISO 31000:2018 "Risk Management"
- Formally identify, document, assess and evaluate risks
- Implement effective mitigation strategies which minimise adverse consequences of risks and maximise opportunities
- Establish and operate with appropriate risk management structures
- Ensure all employees are trained and experienced in dealing with, and being accountable for, risk management
- Plan, record, monitor and report all risk management activities
- Continually review and improve our management structure, risk procedures, skill levels and technology.



Steven Flanagan
Director

February 2025
ABN 56 073 389 705

Rehabilitation Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to the health and safety of its people and reducing the impact of workplace injuries and illness and the human and financial cost of these injuries and illnesses.

Our approach

S.D.F Electrical will assist the employee, where a work-related injury or illness occurs, to recover and return to work as soon as reasonably possible.

Rehabilitation Policy in practice

- Comply with the Safety, Rehabilitation and Compensation laws, acts, guidelines, policies and procedures
- Support employees, who are entitled to receive rehabilitation and compensation, by allocating to each claimant a Return-to-Work Coordinator, Rehabilitation Case Manager and Claims Manager
- Ensure the equitable and fair management of claims and provide the employee with information, regular communication and support throughout their claim and rehabilitation
- Ensure the employee is aware of their rights and of their obligations, such as providing true and correct information about their claim and reporting their work-related injury or illness to a S.D.F Electrical Supervisor/Manager as soon as possible after becoming aware of it
- Ensure the employee with a claim has access to suitable treatment to assist recovery
- Develop a Return-to-Work Plan that supports the employee throughout their recovery and return to work and provide modified duties where possible if the employee is unable to undertake their normal duties
- Notify the employee of all determinations and provide justifying reasons in writing.



Steven Flanagan
Director

February 2025
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Quality Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to an environment in which our people are motivated to continually improve the efficiency and effectiveness of our products, services, processes, and management system.

Our approach

S.D.F Electrical aims to be an integral part of our customers' success through the consistent implementation of an effective Quality Management System.

Quality Policy in practice

- Comply with statutory and regulatory obligations, customer requirements and standards relevant to quality management and maintain our Quality Management System to AS/NZS ISO 9001
- Constantly strive for innovative ways to deliver quality products and services to our customers as a key driver of business improvement
- Provide our employees with opportunities to continually improve their skills, knowledge and experience of quality issues and practices
- Improve our decisions based on the effective use of facts and analysis of data gathered from measurements of product, process, and system characteristics
- Drive organisational learning through the identification, reporting, investigation and resolution of non-conformances and act to correct and prevent recurrence
- Work with consultants, contractors and suppliers engaged by the Company to ensure consistent quality outcomes.



Steven Flanagan
Director

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People Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to be an employer of choice in our industry and encouraging the capability, commitment and productivity of our employees.

Our approach

S.D.F Electrical supports positive working relationships and recognises that the creation and maintenance of safe, harmonious and productive workplaces is the responsibility of all employees, contractors and anyone working at a S.D.F Electrical workplace.

People Policy in practice

- Comply with the terms of industrial instruments, employment contracts, all applicable laws and codes of practice and the Code of Business Conduct
- Comply with all policies, procedures, standards and any relevant workplace behaviour complaints procedure or grievance procedure
- Comply with the S.D.F Psychological Safety policy
- Treat others with dignity, courtesy and respect and act with honesty, integrity, care and fairness
- Demonstrate respect for the principles of freedom of association
- Not engage in unacceptable workplace behaviour, such as bullying, sexual harassment, unlawful discrimination, harassment, vilification or occupational violence
- Not engage in "out of work hours" behaviour which creates a hostile workplace, could cause reputational damage to the Company or behaviour which aids or encourages others to engage in this behaviour
- Non-compliance or breaches of this Policy may result in disciplinary action which may include the termination of employment or termination of contract.



Steven Flanagan
Director

February 2025
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Innovation Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to an environment in which our people, our valued customers and our major suppliers are motivated to put forward any innovative suggestions they have on 'working smarter – not harder' that produce enhanced benefits to all.

Our approach

S.D.F Electrical aims to be an integral part of the success of our people, valued customers, and major suppliers through the consistent application of innovative thinking to create new and better ways of maximising value to all stakeholders.

Innovation Policy in practice

- Constantly striving for smarter, more cost-effective and transparent ways that deliver superior products and services to our customers as a key driver of business improvement
- Embracing leading edge technology and innovative thinking as tools for providing better outcomes to all stakeholders
- Providing our employees with opportunity to continually put forward their suggestions on the application of new technology and/or any other innovations they may have
- Collaborating with our valued customers and major suppliers on opportunities that provide all round benefits to stakeholders by the application of smarter thinking and new technology
- Improving our decisions based on the effective use of facts and analysis of data gathered by the smart use of new technology
- Driving organisational learning through the innovative use and application of new technology.



Steven Flanagan
Director

February 2025
ABN 56 073 389 705

Ethical Behaviour Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is always committed to conducting its business to the highest standards of ethical behaviour.

Our approach

S.D.F Electrical expects all our employees, contractors and business partners to act with integrity.

Ethical Behaviour Policy in practice

- Comply with our Code of Business Conduct, all applicable laws, regulations and statutory obligations relating to ethical behaviour and practices
- Act honestly and do not engage in misleading, deceptive, fraudulent or corrupt conduct
- Ensure the independent conduct of our business and avoid situations with the potential for a conflict of interest
- Treat all people fairly and in a manner that provides equal opportunity and prevents harassment, vilification and unlawful discrimination
- Preserve the intellectual property of S.D.F Electrical, its business partners and clients and protect their confidential information during and after engagement
- Protect individuals' privacy consistent with the law, including the appropriate application of workplace surveillance
- Use our company assets and resources for legitimate and proper business purposes
- Ensure that employees, contractors and business partners are aware of this Policy and Code of Business Conduct when working for or on behalf of S.D.F Electrical
- Support reporting of behaviour or conduct that breaches this Policy or the Code of Business Conduct to the Director of S.D.F Electrical.



Steven Flanagan
Director

February 2025
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Environmental Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to caring for the environment and minimising impacts in all our operations.

Our approach

S.D.F Electrical will undertake its business in a manner which recognises the importance of environmental sustainability and protection.

Environmental Policy in practice

- Comply with all applicable laws, regulations and statutory obligations
- Manage environmental aspects in accordance with customer requirements, policies and procedures
- Promote a culture of shared responsibility for environmental outcomes within our business
- Improve our energy, water and resource use efficiency, and take all reasonable and practicable steps to prevent pollution, reduce waste and other adverse environmental effects
- Improve knowledge, awareness and skills of our employees related to environmental and sustainability requirements and practices
- Measure our environmental performance and communicate it to our employees and other stakeholders
- Continually improve our Environmental Management Procedures
- Fully and transparently investigate environmental incidents to identify all causal factors, and actions taken to prevent recurrence
- Engage with our business partners, the communities we work within and other stakeholders on environmental sustainability and protection.



Steven Flanagan
Director

February 2025
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Diversity Policy

We provide electrical contracting and engineering solutions with skill and passion that benefit our customers, our people, and our shareholders.

Our commitment

S.D.F Electrical is committed to building, valuing and promoting diversity and inclusiveness across our business.

Our approach

S.D.F Electrical believes that diverse perspectives and experiences will result in better, more balanced decision-making that will underpin our long-term success. We will invite and consider a range of views and thinking to inform how we plan and operate.

Diversity Policy in practice

- Treat all employees fairly and with respect regardless of gender, age, race, disability, ethnicity or religious beliefs
- Develop awareness and understanding of cultural diversity and develop a work environment that values cultural differences
- Develop awareness and understanding of Indigenous cultures and how to best work with and support Indigenous communities
- Increase Indigenous employment, training, community engagement and supplier participation
- Increase the number of women applying to, and recruited by, S.D.F Electrical
- Proactively develop our female employees at all levels, increase their participation and retention rate and ensure pay equity
- Ensure all internal and external hiring decisions are underpinned by fair, transparent, competency-based selection methods.
- Foster productive relationships and knowledge transfer between older and younger employees, ensure our programs attract, retain and leverage the capabilities of all generations and offer our employees options to meet changing career and lifestyle aspirations
- Ensure our employees can clearly identify and explore opportunities throughout the, geographical locations to develop and progress their career with us.



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