



COMPANY POLICIES MANUAL

Controlled Document

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Foreword

Recom Cleaning Pty Ltd has successfully developed policies to enable it to grow and prosper. Some of these policies are mandated by legislation, while others are developed to suit the needs of the business.

This manual has been compiled to provide employees and contractors with guidelines and ground rules to ensure consistent procedures and practices across Recom Cleaning Pty Ltd sites.

This manual remains the sole property of Recom Cleaning Pty Ltd and recipients should not copy, divulge, or distribute any part or as a whole either within the organisation or to external third parties without prior advice to and written permission from the Management of Recom Cleaning Pty Ltd.

All pages contained within this Policy Manual have been reviewed and authorised by Recom Cleaning Pty Ltd management whose signature appears on this page.

On behalf of everyone at Recom Cleaning Pty Ltd,

MANAGING DIRECTOR

A handwritten signature in black ink, appearing to be "Dimitrios Panagopoulos".

DIMITRIOS PANAGOPOULOS

DATE: 25/11/19



Mission Statement

Recom Cleaning Pty Ltd is a company dedicated to providing quality services to the Industrial and Commercial industries.

Our Mission is to continually improve our services to meet our Client's needs. In order to construct a successful partnership with our clients Recom Cleaning Pty Ltd acts in accordance with three main principles:

- We listen to our clients' requirements;
- We create solutions tailored to fit our client's requirements
- We share our success with our clients.

We operate as a team, treating each other with trust and respect, never compromising on integrity and contributing positively and responsibly to society. We will achieve this by providing the highest levels of service to our customers, meeting their expectations efficiently and reliably, while ensuring a stimulating and secure work environment for our employees.

Capabilities

Recom Cleaning Pty Ltd core capabilities are in:

Organising and carryout long-term maintenance services as per clients' needs

Integrating and implementing maintenance schedules around clients' schedules

Allow our clients to focus on their core business

We can customise a solution to fit our customer's requirements on an individual basis

Provide a partnership with our clients that is environmentally proficient

We operate with a structure that allows us to respond to issues much quicker than our larger competitors. It also means that our top management is actively managing our client's best interest

We leverage the cost purchasing consumables across all our clients. This means we have a substantial purchase power which would not be available to our clients individually

Our size of the company means we can operate at very low overhead costs and as such we can cost competitive pricing to our end clients



Corporate Social Responsibility Statement

Ethical conduct

As a responsible corporate citizen, Recom Cleaning Pty Ltd, believe our reputation, together with the trust and confidence of those with whom we deal, to be one of our most valuable assets. In order to keep this reputation and trust, we demand and maintain the highest ethical standards in carrying out our business activities.

All of our employees are required to abide by our ethical policy, which outlines Recom Cleaning Pty Ltd' core values and approach to doing business. The protection of our reputation is of fundamental importance, and employees are aware of the disciplinary implications of breaches of policy.

Our people are encouraged to promptly report any potentially illegal, improper and/or unethical conduct that they become aware of at their workplace or in connection with their work. We believe we have an environment that enables our people to raise genuine and legitimate concerns internally. However, in the event that our people believe their reporting to line management may result in harassment, victimisation or undue distress, they may contact the Top Management directly.

Customers

We strongly believe that integrity in dealings with customers is a prerequisite for a successful and sustained business relationship.

We operate a highly effective and efficient organisation, focused on meeting customer objectives. Our aim is to provide a service which gives fair value and consistent quality, reliability and safety in return for fair reward.

We operate policies of continual improvement, of both processes and the skills of our staff, to take best advantage of advances in technology. This safeguards our operations for the future, ensuring that we continue to add value to our customers' businesses.

We have clear and strong lines of communication which allow us to respond quickly and efficiently to customer and market requirements, and our customers receive a consistent service across the wide areas of our operation. Our sales effort and delivery capability are aligned in order to ensure that we can successfully and consistently deliver what we promise.

Environment

The company believes that, by their nature, our operations have a minimal impact on the environment. However, we acknowledge that there are inevitable environmental impacts associated with daily operations. We aim to minimise any harmful effects and consider the development and implementation of environmental standards to achieve this to be of great importance. Our commitment towards our environmental responsibilities has been further defined in our Environmental Policy.

Our employees

"The Recom Cleaning Pty Ltd Values" are based upon a number of important principles and capture qualities that each employee is encouraged to embody as an essential part of our success. Our commitment towards the growth and protection of our employees has been further defined in our Quality and Health & Safety Policies.



Quality Policy

Recom Cleaning Pty Ltd is committed to managing the quality of its service to ensure its customer requirements are met at all times and where possible exceed their expectations by providing an excellent service. Over the last 6 years the Company has undertaken to provide a 24Hour On-Call service in an efficient, safe and sustainable manner.

- ✓ Recom Cleaning Pty Ltd will manage the quality of its services and continuously strives to improve its performance through the following:
- ✓ Understand and conform to client requirements by thorough planning and documentation of work prior to execution.
- ✓ Ensure ongoing compliance with all relevant statutory obligations, standards, specifications and codes of practice as well as the requirements of ISO9001 standard;
- ✓ Provide a workplace that is stimulating, rewarding and strives to meet the technical and professional aspirations of employees;
- ✓ Identify report, investigate and resolve all non-conformances and take action to prevent recurrence;
- ✓ Develop, review and continuously improve the range and quality of the company's processes and services;
- ✓ Continuously monitor and improve all areas of the company's activities to meet or exceed the needs and reasonable expectations of internal and external clients, regulatory authorities and the community.
- ✓ Provide ongoing training and maintenance to provided and enable existing and new staff, to work in accordance with the requirements of process's and services

MANAGING DIRECTOR

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DIMITRIOS PANAGOPOULOS

DATE: 1/6/2018



Health & Safety Policy

Recom Cleaning Pty Ltd is committed to improving health and safety performance across all aspects of the business with a focus on the reduction and ultimately elimination of work-related injury and illness.

To achieve this, Recom Cleaning Pty Ltd will:

- ✓ Ensure we comply with all relevant occupational health and safety legislations;
- ✓ Provide and maintain, so far as is practical, a safe working environment for all employees, subcontractors and visitors
- ✓ Ensure the safe use, handling, storage, maintenance and transport of goods, equipment and chemicals
- ✓ establish measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness;
- ✓ Ensure adequate information is provided on applicable hazards in English.
- ✓ Provide instruction, training and supervision to employees on safe working practices.
- ✓ Ensure that employees take care of their own health and safety, and that employees do not put at risk the health and safety of others.
- ✓ Maintain sickness and accident records to monitor the effectiveness of the health and safety policy.
- ✓ Conduct periodical audits on occupational health and safety.
- ✓ There is regular consultation with employees to ensure that the policy operates effectively;
- ✓ Appropriate actions are taken to review and improve occupational health and safety performance.

All managers and supervisors are responsible for the health and safety of employees. This involves establishing and maintaining safe working conditions and practises, ensuring where necessary protective equipment is both provided and maintained. Supervisors are also responsible for explaining and teaching the correct methods of working and a sensible approach towards safety.

All employees of Recom Cleaning Pty Ltd are expected to demonstrate a willingness to embrace the concept of safe work practices and a safe working environment.

This policy is to be complied with by all personnel at Recom Cleaning Pty Ltd and is subject to annual review by the Management.

MANAGING DIRECTOR

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DIMITRIOS PANAGOPOULOS

DATE: 1/6/2018



Environmental Policy

Recom Cleaning Pty Ltd is committed to environmental leadership, instilling the highest environmental values in all employees/subcontractors, utilising the best environmental practices in all we do, and focusing on continually improving our environmental performance and prevention of pollution by understanding and minimizing any adverse environmental impacts of our operations, whilst ensuring our legal obligations are met at all times.

In order to achieve the above, Recom Cleaning Pty Ltd endeavours to:

- ✓ Continually develop staff awareness and skills related to environment.
- ✓ Actively seek ways to reduce water use through application of water efficient cleaning methods.
- ✓ Use environmentally friendly cleaning products,
- ✓ Utilize biodegradable products, including plastic bags, wherever possible.
- ✓ Try to utilize bag-less vacuum cleaners to that we can help minimize waste.
- ✓ Minimising waste by using our natural resources efficiently;
- ✓ Consulting, listening and responding openly to our customers, employees, subcontractors, and public with regards to environmental issues and rendering this policy accessible to all;

This policy is to be followed by all personnel at Recom Cleaning Pty Ltd and is subject to annual review by the Management.

MANAGING DIRECTOR

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DIMITRIOS PANAGOPOULOS

DATE: 1/6/2018



Disciplinary Policy

Purpose

Recom Cleaning Pty Ltd expects that employees will always conduct themselves in such a way that they abide by company policies and act in the best interests of the company, its employees, suppliers and customers and where appropriate, the general public.

Policy

Recom Cleaning Pty Ltd expects all employees to:

- Abide by policies in place at the company
- Treat other people in the way they themselves would want to be treated
- Treat all property not their own with appropriate care, and
- Perform work to an agreed standard

Allegations of unacceptable work performance and/or misconduct will be dealt with according to the Disciplinary Procedure. All employees should understand that termination of employment is a possible outcome of the disciplinary process, especially in cases of serious misconduct.

The Disciplinary Procedure is designed to ensure that every incident is investigated fully in a way which is fair to the employee(s) concerned. The intention of any disciplinary procedure is to correct unacceptable work performance and/or behaviour, as all employees are valuable to Recom Cleaning Pty Ltd.

It is not possible to list everything that is likely to be seen as misconduct. However, obvious examples include:

- Refusal to obey a lawful order.
- Abandonment of employment
- Fraud against the company, such as falsification of records, including time records.
- Negligence or carelessness which affects quality and/or safety.
- Actual or threatened assault at the workplace or in relation to issues involving the workplace.
- Abuse or harassment of other people.

Bringing alcoholic substances or drugs onto the company premises and/or consuming these without the consent of management.

- Smoking in the workplace, other than as permitted by company policy.
- Attending for duty in a condition which constitutes a risk to one's own or any other employee's health and safety.
- Unauthorised possession of company property or the property of any other employee.
- Failure to abide by any other policies in place in the workplace from time to time, such as the Occupational Health and Safety Policy, Sexual Harassment Policy, Environmental Policy.
- Failure to demonstrate required conduct, relating to issues such as attendance, timekeeping, housekeeping, wastage, position duties and responsibilities.

Most potential problems will be avoided if all employees undertake to treat other people and their property with respect and in such a way as they would wish to have themselves and their property treated by others.



Smoking, Drugs and Alcohol Policy

Smoking in the indoor areas of Recom Cleaning Pty Ltd or any of our customers' premises, is strictly prohibited. While a total absence from smoking in the workplace is encouraged this non-smoking policy will not be enforced outside buildings in open, well-ventilated areas, unless such areas are signposted with "no-smoking" signs, and provided no flammables or combustible materials are present nearby.

Recom Cleaning Pty Ltd has a zero tolerance approach to illegal drugs in the workplace.

The use, possession or sale of illegal drugs is prohibited while working at Recom Cleaning Pty Ltd workplaces.

Any person under the influence of illegal drugs or alcohol should not attend the workplace. If such situation does occur then the person will be required to report the matter to his/her supervisor or manager and leave the workplace.

If any person has a medical condition or is taking any legally prescribed medication that might either affect their performance or lead to placing themselves or others in an unsafe situation then they should advise their supervisor of their condition. This information will be treated in the strictest of confidence.



Communications Policy

The Recom Cleaning Pty Ltd Communications policy is to ensure that employees are using mobile phones, email and Internet in a manner that is safe and productive in the workplace.

Mobile Phones

Mobile phones are not to be used while employees are operating plant or machinery, or working on track. Employees using a mobile phone and operating equipment or working on track at the same time are a safety risk to themselves and co-workers.

Employees are not to use private mobile phones during work hours. Mobiles may be used in lunch rooms and outside areas during scheduled breaks.

Employees provided with a work mobile phone must not use the phone for excessive private use. Employees may be personally liable for the phone costs if private use is excessive.

If a track worker has to be contacted urgently for work or personal reasons, their Supervisor will be called and will then advise the track worker to move a safe distance away from the track and ongoing work to take the call.

Where an employee is using a work mobile phone while driving, they must use an ear-piece or hands free car kit, however it is preferred that employees safely park their vehicle prior to answering or making phone calls. Use of a mobile phone while driving in an unsafe manner is a traffic offence and employees are personally liable for any fines or penalties incurred.

Internet and Email

Internet, email and other computer files provided by the company are provided for business purposes. Using the Internet and email system for personal reasons should be strictly limited.

Personnel or contractors acting on behalf Recom Cleaning Pty Ltd may not use any of the facilities provided for their own private gain.

Recom Cleaning Pty Ltd personnel must not use company provided internet and email for purposes including, but not limited to:

- Offensive content including pornographic material;
- Promoting discrimination;
- Threatening or violent behaviour;
- Defamatory content;
- Harassment or promoting harassment;
- Destructive activities (for example the distribution of viruses or spam);
- Using the Internet or other information technology facilities to compromise the security of the Recom Cleaning Pty Ltd IT system, or another company, individual or legal entity's IT system, files, email or internet domain.
- Any illegal activity.

Breaches of this policy may lead to disciplinary action in accordance with the discipline policy and procedure.



Code of Conduct Policy

It is important for all employees of Recom Cleaning Pty Ltd to maintain high moral and ethical standards. Some of these standards are set out in this Code of Conduct. It is not intended to be exhaustive and cannot anticipate every situation, which may morally or ethically compromise the employee or Recom Cleaning Pty Ltd. In this regard the company expects its employees to use common sense and sound judgment.

Principles

All employees must conduct themselves in accordance with the following principles:

- Employees must act honestly and fairly in all business transactions and dealings with others.
- Employees must treat other employees, contractors, customers, competitors, and all other persons with whom they deal with at work with the utmost courtesy and respect.
- Employees must act within the best interests of Recom Cleaning Pty Ltd.
- Employees must comply with all laws and regulations applicable to the business of Recom Cleaning Pty Ltd.

Discrimination

Employees must treat all co-workers, customers, suppliers, contractors, or other persons with whom they deal in the course of their employment in a non-discriminatory manner. For more information refer to the company Equal Opportunity, Non-Discrimination and Anti-Harassment Policy.

Company Property, Information and Resources

Generally, the use of property, information, and resources of Recom Cleaning Pty Ltd for any purposes other than the business of Recom Cleaning Pty Ltd is prohibited. Some examples of what this means are as follows:

- Approving or making a payment on behalf of Recom Cleaning Pty Ltd for something other than the stated purpose.
- Intentional alteration of customer or Recom Cleaning Pty Ltd data for other than legitimate business purposes.
- Using customer information for any purpose other than legitimate business reasons.
- Using Recom Cleaning Pty Ltd photocopier or facsimile machines for personal reasons without authorisation from the employee's manager.
- Using company vehicles and/or other company equipment for private purposes without express authorisation from the Managing Director or in a way that is inconsistent with the guidelines provided to employees in regard to motor vehicle use.
- Claiming expenses from Recom Cleaning Pty Ltd for travel related to company business or for something other than the stated purpose.
- Appropriating Recom Cleaning Pty Ltd stationery for personal use.
- Excessive use of company phones for personal phone calls.

Use of Recom Cleaning Pty Ltd Name and Stationery

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Employees are not authorised to use Recom Cleaning Pty Ltd name or stationery (letterhead) except in the ordinary course of business and for the legitimate business of Recom Cleaning Pty Ltd.

Authority to Sign Documents

Employees cannot sign any documents on behalf of Recom Cleaning Pty Ltd or in any way commit Recom Cleaning Pty Ltd to any agreement unless they have been properly authorised Recom Cleaning Pty Ltd to do so. If in doubt about your ability to enter into agreements, contact the Managing Director.

Confidentiality

Over the course of employment with Recom Cleaning Pty Ltd, employees may be exposed to confidential information regarding Recom Cleaning Pty Ltd, its customers, suppliers, contractors or employees. Employees are required to keep any such information confidential.

All current and former employees of Recom Cleaning Pty Ltd must not make improper use of confidential information to gain directly or indirectly an advantage for themselves, or any other person, or to cause detriment to Recom Cleaning Pty Ltd or its customers, suppliers, contractors or employees.

Confidential information includes, but is not limited to, all trade secrets, intellectual property, marketing, sales and business plans, client and supplier lists, personal information, account history/activity, and any other information concerning the organisation, business, finances, transactions or affairs of Recom Cleaning Pty Ltd.

Confidential information excludes any information which it is required by law to disclose or is already lawfully in the public domain other than as a result of any disclosure by the employee.

Each employee must safeguard confidential information of Recom Cleaning Pty Ltd by not transferring, publishing, using or disclosing it to third parties other than as necessary in the proper course of the employee's duties or as directed or authorised by the Managing Director.

Files of a confidential nature must not be left unattended or stored in an unlocked cabinet. If no longer necessary to retain confidential information, all documents must be shredded before disposal.

Unless express permission by management is granted, employees must not remove from the offices of Recom Cleaning Pty Ltd any documents or software connected with the business or take any copies of them for private use. All documents and software which have been removed from Recom Cleaning Pty Ltd offices must be returned as soon as the authorised purpose for their removal has been fulfilled and upon termination of employment.

Unless specified otherwise by contract, all confidential information that has been entrusted to Recom Cleaning Pty Ltd by a third party (such as a customer, supplier or contractor) must be treated as though it is Recom Cleaning Pty Ltd confidential information.

The obligations relating to confidentiality will remain in force for the duration of employment and after the termination of employment.

Intellectual Property

If at any time during the scope of their employment, an employee makes, discovers or participates in the making or discovery of any intellectual property capable of being used in the business of

COMPANY POLICIES MANUAL

Recom Cleaning Pty Ltd or any related company, such intellectual property is and will remain the property of Recom Cleaning Pty Ltd.

All rights and obligations in respect of intellectual property made or discovered by an employee during employment with Recom Cleaning Pty Ltd will continue in full force and effect after the termination of employment.

Intellectual property includes patents, trademarks, designs, copyright, inventions, drawings, computer programs, confidential information, know-how and all rights of a similar nature whether registered or not and including applications for such rights.

Use of Documentation

It is against Recom Cleaning Pty Ltd policy to reproduce copyright plans, software, documentation or other materials without permission, unless such information has been legitimately sourced in the public domain and does not require permission. Employees must respect the intellectual property of others.

Proper Maintenance of Records

Recom Cleaning Pty Ltd financial books, records and statements must properly document all assets and liabilities, accurately reflect all transactions of Recom Cleaning Pty Ltd, and be retained in accordance with all applicable laws and regulations. These documents must not be inappropriately altered.

Fraudulent Activities

Employees must not enter into fraudulent activities. Fraudulent activities are irregularities and illegal acts characterised by intentional deception. Fraudulent activities include acts that are not only a detriment to Recom Cleaning Pty Ltd, but also a detriment to third parties. Engaging in any act that involves fraud, theft, embezzlement or misappropriation of any property, is strictly prohibited.

It is Recom Cleaning Pty Ltd policy to ensure that incidents of fraud are promptly investigated, reported and, where appropriate prosecuted.

Some examples of fraudulent conduct are:

- Falsification of timesheets by recording time worked or allowances claimed that are incorrect
- Falsification of financial records such as amount of income/loss, or failure to disclose financial information
- Acceptance or payment of bribes or kickbacks
- Diversion of potentially profitable transactions outside Recom Cleaning Pty Ltd
- Claims submitted for services or goods not actually provided to Recom Cleaning Pty Ltd or a third party
- Intentional concealment or misrepresentation of data, records, events or information, including but not limited to, expense reimbursement and achievement against Key Performance Indicators, resulting in reward and recognition benefits
- Embezzlement

Timekeeping

Employees are required to be ready to commence work at their allocated time. This means that if your start time is 7.30am, you are required to be appropriately dressed for work, in the correct location as advised by your Supervisor and ready to start at 7.30am.

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Timesheets must reflect actual time worked. This means that if you are late for work and report to your Supervisor at 7.35am, this is the time that must be recorded. Timesheets must be completed on a daily basis to ensure that timekeeping is accurate.

Dress and Grooming Standards

It is in Recom Cleaning Pty Ltd best interests to present a professional image to its customers, suppliers and the public. Accordingly, it is expected that all employees will dress in a manner consistent with good hygiene, safety and appropriate workplace taste.

All track based employees are provided with suitable clothing which is replaced on a fair wear and tear basis. Please ensure that your clothing is regularly washed and in good condition. Employees are required to wear the company provided clothing as high visibility clothing is designed to protect you.

Office based employees are required to be mindful of the business of the day and dress appropriately to suit. If it is expected that you may be required to visit worksites on track, you must ensure that your footwear covers all areas of the foot (you may be required to wear safety boots), and that you wear the necessary safety vests and other personal protective equipment.

Obscene Language

Employees are expected not to use objectionable or obscene language at any time whilst at work or when on work related business. Employees are expected to be courteous to their fellow employees, clients, contractors, suppliers and other visitors to Recom Cleaning Pty Ltd.

Inappropriate Conduct

Employees are expected not to conduct themselves in a manner that has an adverse impact on the work environment, including at company sponsored functions. Inappropriate conduct includes threats, over consumption of alcohol, violent behaviour, the possession of weapons of any type, the use of recording devices, including web cameras, for other than management approved purposes.

Compliance with Laws and Regulations

All employees must comply with all laws, which apply to Recom Cleaning Pty Ltd business.

Breaches of this Code of Conduct may result in disciplinary action in accordance with the company's Disciplinary Policy.



Equal Opportunity, Non-Discrimination and Anti-Harassment Policy

It is the policy of Recom Cleaning Pty Ltd that the principles of equal opportunity and non-discrimination and anti-harassment are always observed.

The Company promotes this policy by requiring its managers, supervisors and employees to ensure that the following principles are adhered to at all times:

- Employment practices are non-discriminatory;
- All staff are free from all forms of harassment, violence, and bullying; and
- Each employee has the opportunity to raise any matter concerning discrimination or harassment with their immediate supervisor or manager.

This policy requires all employees to have respect for another person's beliefs and possessions. It is the responsibility of the Management team to create and maintain a workplace free of harassment.

Workplace violence in any form is an occupational health and safety issue and a criminal offence and will not be tolerated by management.

It can include:

- Assaults - touching without consent whether a 'joke' or not and whether or not it caused harm;
- Threatened assaults and apprehension, e.g. arguments, accusations, threats hinted at reprisals;
- Harassment by bullying conduct not appropriate nor relevant to work, e.g. persistent shouting and swearing, unreasonable threats of dismissal;
- Peer-to-peer bullying, and bullying by supervisors and managers; and
- Sexual harassment, a hostile or threatening environment.

Therefore, any activity that makes a person feel insulted, offended, intimidated and unable to work effectively or safely, is not acceptable.

Any employee who is the victim of these or similar behaviors is encouraged to report the problem to management.

Management will take any report, or any evidence of harassment or bullying seriously and will investigate any such report. In serious circumstances, a report to the Police may also be required. With all investigations, natural justice and due process will be observed and all information (the complaint, investigation process and interviews) will be properly recorded and kept confidential.

Harassment in the form of violence and bullying are serious offences. The Company advises all employees that such practices will not be tolerated in the workplace and appropriate action will be taken when such activity is detected or reported.

Personal Protective Equipment Policy

Purpose

The occupational health and safety (OHS) of all people employed within Recom Cleaning Pty Ltd and work sites, or workers and members of the public affected by our work is considered to be of the utmost importance. Recom Cleaning Pty Ltd is committed to providing a safe work environment by ensuring that all employees and contractors are equipped with and wear appropriate personal protective equipment (PPE) when working at client work sites or where PPE is required.

PPE Requirements

Requirements for the wearing of personal protective equipment may vary between clients, or specific location or site. The following points are to be observed by all personnel or contractors:

- When handling any of the chemicals in concentrated form (generally in the store while decanting and diluting the chemical for site works), the operator must be wearing Gloves (if have sensitive skin) and Eye protection
- At worksite if required by client
- Personnel with sensitive skin, must report the matter to the Operations Manager who in turn will provide the employee with Gloves to use during operation.

Responsibilities of Management

Management is responsible for ensuring that each employee, associate or contractor is aware of the requirement.

PPE's shall be provided to all employees as per above or in accordance with specific work requirements.

Responsibilities of Employees

Employees have responsibility for ensuring their own health and safety and the health and safety of others in the workplace. Complying with PPE policy is primarily about ensuring your own health and safety. To this end, employees are responsible for the following:

- They will adhere to this policy, or where it differs, they will adhere to the policy of our clients;
- They will ensure that they have their PPE with them at all times including at night if they are "on call";
- They acknowledge that PPE is expensive and are responsible for taking care of their PPE and avoiding loss, or damage;
- They will promptly notify their manager or supervisor if they require replacement PPE;
- They will not take PPE home for personal use;
- Ensure all Training and Induction Forms are signed and returned prior to commencement of work.



Return to Work & Rehabilitation Policy

Recom Cleaning Pty Ltd recognizes and accepts its obligation to assist employees to stay at work or return to work if injured or ill because of their work.

Should any employee be injured at work, management is committed to providing an appropriate rehabilitation plan aimed at returning the employee to their pre-injury duties at the earliest opportunity unless this is not medically possible.

If an employee cannot return to their pre-injury duties every effort will be made to place the person in another position appropriate to their capabilities.

To achieve this aim the Operations Manager has been nominated as the Return to Work Co-ordinator who will work with the person and the person's medical advisers to prepare an appropriate return to work plan which may include changes to the workplace or work procedures in order to facilitate the employee.

In return the employee is required to participate in any agreed return to work plan.

Specifically the return to work policy is that:

All the actions to assist employees to stay at or return to work are commenced as soon as possible in a manner consistent with medical advice;

Any employee injured or made ill because of their work is returned to work in the shortest possible time, provided it is safe and practicable to do so;

Or, if this is not possible;

The employee will be returned to suitable alternative work which does not jeopardize their well-being.

All employees are expected to assist and co-operate in ensuring this policy is followed.

Recom Cleaning Pty Ltd = commitment to this policy means:

Return to work will commence as soon as possible after illness or injury and a return to work plan will be established for any employee who is unable to work for 20 or more days. This plan will be established as soon as it is indicated that an absence of 20 or more days is likely.

There must be early reporting and early intervention at the workplace to enable a worker to stay at work, if appropriate.

The remaining at or returning to work as soon as is safely possible after injury is a normal workplace practice and expectation.

Suitable duties, which do not jeopardize the wellbeing of the employee, will be provided, where possible, as part of the return to work program.

There will be full involvement of employees in their own return to work.

The confidentiality of employee information during return to work and any occupational rehabilitation will be maintained.

Participation in a return to work program will not, of itself, prejudice any employee.

Return to work activities will be reviewed weekly in consultation with the employee to ensure that progress is continuing towards a complete recovery.

At the time of this policy, the Business Operations Manager acts as the Return to Work Policy at Recom Cleaning Pty Ltd.

Environmental Purchasing Policy

Recom Cleaning Pty Ltd prefers to 'buy green' by purchasing environmentally preferred products whenever they perform satisfactorily and are available at a reasonable price.

Recom Cleaning Pty Ltd will purchase goods and services that support the objectives of environmental sustainability.

Recom Cleaning Pty Ltd will purchase goods and services that have fewer or reduced effects on the environment compared with competing products and services that achieve the same function and value for money outcomes.

Recom Cleaning Pty Ltd will ensure that suppliers' environmental credentials are considered in the supplier appraisal process

Recom Cleaning Pty Ltd will communicate to all relevant staff the requirements of this policy.

Current Green purchasing policies apply to the following items:

- Office supplies
- Cleaning Chemicals
- Consumables



Motor Vehicle Policy

This policy has been developed to ensure that the vehicles leased and or owned by Recom Cleaning Pty Ltd are utilized as efficiently as possible and this resource is used in a manner that is in keeping with company standards.

Recom Cleaning Pty Ltd provides company vehicles in order to assist employees in the completion of their work and activities and also as acknowledgement for their contribution to the firm. The use of these vehicles entails specific responsibilities for the driver and these are laid out below. However in order to guard against unforeseen circumstances Recom Cleaning Pty Ltd also requires employees to exercise their own judgment and discretion where company policy does not suggest an appropriate course of action and their responsibility is unclear.

Where the employee has been allocated the use of a Company vehicle, he or she shall be responsible for its care and maintenance including:

- Overnight storage of vehicle
- Weekly cleaning both inside and out
- Weekly completion of Vehicle Checklist

All infringements incurred from traffic and parking offences are the responsibility of the employee driving the vehicle at the time of the offence.

Therefore, it is the responsibility of the employee entrusted with a company vehicle as part of their employment package to ensure that where other employees use their vehicle in the course of company business that they log the name of the person using the vehicle recording both date and start and return time.

In the event of an accident, all details of the other driver, vehicle, insurance company etc. must be taken and supplied to the Managing Director on return to the premises. Under no circumstances should the employee admit liability at the scene of the accident. If, after investigation, liability for the accident falls on the employee due to negligence on his or her part, the Managing Director may request the employee to pay the insurance excess.

All company vehicles must be stored at the Company premises during the annual holiday period unless otherwise permitted by the Managing Director.

Private use of Company vehicles is strictly prohibited without the express permission of the Managing Director.

Smoking is not permitted in Company vehicles.

Eating is not permitted in Company vehicles.

Under no circumstances shall the employee use a Company vehicle on any day or night with a blood alcohol level in excess of the current legal limit. Should this limit be exceeded and an accident result the employee shall accept all liability and indemnify and reimburse the Company for all loss, damages and expenses suffered or incurred. The amounts aggregate shall be deemed to be a debt owing by the employee to Recom Cleaning Pty Ltd and recoverable by the Company as such.

Failure to comply with the above items will constitute misconduct by an employee.



Employee Acknowledgement

Note: this section is not applicable to cleaning personnel on site as they are required to sign off the Cleaning Site Manual as acknowledgement of being briefed on the Company Policies.

This page is to be completed at the end of induction training by each employee.

It is the responsibility of the Manager/Supervisor conducting the training to ensure all topics have been covered and explained to the employee.

It is the responsibility of the Employee, receiving the training to ensure he/she has understood all the policies in this manual. The employee is free to ask questions during the induction training and if not satisfied with the explanation, may refuse signing of this page.

The employee is welcome to approach the management at any time to discuss the policies contained in this manual.

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This section is to be signed by the Manager and Employee and retained in the Employee's personal file.

I,, have been briefed on all the policies in this Policy Manual on/...../..... and understand all the topics covered.

The Policy Manual issue date:

.....

Employee's Name:

Employee's Signature:

Manager/ Supervisor's Name:

Manager/ Supervisor's Signature:

Notes:

.....
.....