



COMPANY POLICY FOR EMPLOYEES



2017



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

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. Malicious damage of company assets and/or deliberate damage to other 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 taken into account 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.

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 aspects of the employee's overriding obligation to advance the best interests of their employer at all times. 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.



COMPANY POLICY FOR EMPLOYEES

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

- Job cards
- Timesheets
- Delivery dockets
- 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.



COMPANY POLICY FOR EMPLOYEES

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 expected to keep the inside and outside of the company vehicle clean and presentable at all times. 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.

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 & tool boxes) must be locked and secured at all times 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.



COMPANY POLICY FOR EMPLOYEES

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

5.7 SAFE, COURTEOUS & LEGAL USE

Company vehicles are to be used safely, courteously and legally at all times. 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 drivers 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 as a result 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 company Director.*

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.

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 be clean and presentable at all times. 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.



COMPANY POLICY FOR EMPLOYEES

The following are standard uniform requirements and ALL employees' members must have access to these items at all times.

- Shirt displaying (the company) emblem
- Trousers
- Foot Protectors (2 pair)
- Safety Glasses
- Ear Muffs
- 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 be seen wearing these shirts at all times when representing the company.

The wearing of work-wear 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 be worn at all times 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 with the exception of 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

In order 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 to be maintained at all times 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 POLICY FOR EMPLOYEES

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 A-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.

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

Mobile phones are not be used for personal; calls, social media, texting, or email by employees during working hours unless otherwise agreed with your supervisor/manager, and only then on a case-by-case basis. Message Bank should be checked only during scheduled breaks.

The wearing of ear phones 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. Employees are expected to download a **QR Code** reading app to their smart-phone for use at the above sessions. **NOTE:** QR Code reading apps are available free on-line for any smart-phone.



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 at all times 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 clients 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 kept as clean and neat as possible at all times.
- 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
- 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
- Religion
- Criminal record
- Social origin

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. Disciplinary action will be taken against anyone who harasses a co-worker or client.



SECTION 18: WORKPLACE BULLYING

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

A person is subjected to workplace harassment if, the person is subjected to repeated behaviour, other than sexual harassment, by a person, including the person's employer or a co-worker or group of co-workers of the person.

Workplace harassment does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment.

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

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

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 Director of S.D.F Electrical**. Any allegation of sexual harassment brought to the attention of the **Director of S.D.F Electrical** will be promptly and discreetly investigated. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

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



COMPANY POLICY FOR EMPLOYEES

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 Director of S.D.F Electrical**. (*The Director of S.D.F Electrical 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 as a consequence 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, work places 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 32 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,
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: 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 27: 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 28: 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 the course of your employment.