



Employment Policies of Thinking Ergonomix Pty Ltd 2023

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EEO, DISCRIMINATION, HARASSMENT & BULLYING POLICY

Introduction

Thinking Ergonomix Pty Ltd supports the concept of equal opportunity in employment and is committed to complying with both the letter and the spirit of the relevant legislation through non-discriminatory employment and management practices and policies. To ensure the company is able to meet this commitment it requires all employees and contractors to treat each other with respect and courtesy in the workplace.

Thinking Ergonomix Pty Ltd believes all employees should be treated with respect and fairness and will ensure natural justice for all employees of the company.

Thinking Ergonomix Pty Ltd is committed to providing a pleasant working environment which is free of harassment and bullying for all employees, contractors and associates and will encourage good working relationships between employees. Any employee who breaches this policy will be the subject of disciplinary action which may result in termination of employment.

Thinking Ergonomix Pty Ltd values and respects the diversity of its workforce. **Thinking Ergonomix Pty Ltd** believes that diversity creates competitive advantage and maximises the talent, potential and contribution of all employees.

Objectives

The objectives of this policy are to:

- provide a comprehensive procedure for dealing with complaints of harassment, bullying and/or discrimination if they occur;
- provide information to all employees, contractors and associates of the company in relation to their rights and responsibilities concerning harassment, discrimination and bullying in the workplace; and
- ensure employees are treated fairly on the basis of merit and not on the basis of such personal characteristics as their age, sex, race or disability.

Relevant legislation

Thinking Ergonomix Pty Ltd and its employees (including casuals) and contractors are subject, in New South Wales, to the following pieces of legislation applying to harassment, discrimination and equal opportunity in the workplace.

- Racial Discrimination Act 1975 (Cth).
- Sex Discrimination Act 1984 (Cth).
- Disability Discrimination Act 1992 (Cth).
- Age Discrimination Act 2004 (Cth).
- Human Rights and Equal Opportunity Commission Act 1986 (Cth).
- Anti-Discrimination Act 1977 (NSW)

What is Equal Employment Opportunity?

Equal employment opportunity refers to the absence of discrimination and harassment in the workplace. It is based on treating people on their merits.

What situations are covered by this policy?

The equal opportunity legislation not only covers the workplace but also covers discrimination and harassment in the provision of goods and services. As such, it is also unlawful for this Company to discriminate against customers or clients in the provision of the Company's goods/products or services.

Further, when using labour hire or temporary staff **Thinking Ergonomix Pty Ltd** will request that the agencies being used apply non-discriminatory screening and interviewing processes to ensure selection is from a diverse pool of candidates. This provides a far better opportunity for **Thinking Ergonomix Pty Ltd** to employ the best person for the position.

The legislation covers all aspects of the employment relationship from recruitment, through the period of a person's employment (e.g. in the access a person has to training, promotion, remuneration benefits etc) to termination. It also covers work-related functions such as Christmas or end of year functions.

Who is covered?

This policy applies to all employees, including casuals. It also applies to contractors performing work for the company.

Grounds of harassment and discrimination

Not only is harassment and discrimination in the workplace inappropriate behaviour, in some instances it may also be unlawful. If a person is treated less favourable or subjected to unwanted behaviour on the basis of any of the following characteristics, that behaviour may constitute unlawful harassment or discrimination.

In New South Wales unlawful harassment or discrimination includes;

- Race (including colour, descent, nationality, national or ethnic origin and ethno-religious background)
- Racial vilification
- Sex
- Sexual harassment
- Marital status
- Pregnancy
- Potential pregnancy
- Family responsibilities and responsibilities as a carer
- Disability/impairment (including physical, intellectual or psychiatric)
- Age
- Medical record
- Criminal record
- Sexual preference
- Trade union activity
- Homosexuality
- Homosexual vilification
- Compulsory retirement
- Transgender
- Transgender vilification
- HIV/AIDS vilification
- Association with or relation to a person with any of the above characteristics (excluding racial vilification, sexual harassment, potential pregnancy, family responsibilities and responsibilities as a carer, medical record, criminal record, sexual preference, trade union activity, homosexual vilification, compulsory retirement, transgender vilification, HIV/AIDS vilification).

Definitions

Discrimination

Unlawful discrimination can occur either directly or indirectly.

Direct discrimination is any action which specifically excludes a person, or a group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it because a personal characteristic, irrelevant to the situation, is applied as a barrier. That is, a person, or group of people is treated less favourably because they possess a characteristic listed as a ground of discrimination, eg. age, sex, race, disability or marital status.

Indirect discrimination may occur if the outcome of rules, practices and decisions of **Thinking Ergonomix Pty Ltd**, which appear to treat people equally and to be neutral, actually has an adverse effect on a group of employees or an individual thus reducing a benefit or opportunity. Practices appear fair in form but are discriminatory in outcome. For example, the last on first off rule may have the effect of being indirectly discriminatory against a particular group of employees (eg. women or young people).

Harassment

Harassment is described as any unwelcome behaviour or conduct which has no legitimate workplace function and which intimidates, humiliates or offends another person or persons. Unlawful harassment on the basis of sex, race and disability is specifically outlawed but harassment on the basis of other grounds of discrimination such as age, marital status or a person's sexual orientation is likely to be discriminatory and will therefore be unlawful also.

Thinking Ergonomix Pty Ltd will not tolerate unlawful harassment in the workplace. Any employee found to have harassed another employee or workplace participant will be the subject of disciplinary action which may result in termination of employment.

In harassment cases, the intention of the alleged harasser is irrelevant. What is important is the reaction of the employee being harassed - how that person feels as a result of the harassment.

Harassment can be a single or repeated act of offensive behaviour.

There is no requirement that before making a complaint under the legislation a person being harassed must advise the alleged harasser that their behaviour is unwelcome.

Vilification

Vilification is a public act which incites, encourages, or urges others to hate, have serious contempt for, or severely ridicule, a person, or group of people because they are (or are thought to be) members of a particular group. Vilification has no justification in "free speech".

Examples of unlawful vilification include:

- Racial vilification
- Homosexual vilification
- HIV/AIDS vilification
- Transgender vilification

Bullying

Bullying is repeated behaviour that intimidates, humiliates and/or undermines a person or group. It is behaviour that is beyond normal disciplinary action or appropriate workplace interaction.

Bullying has many characteristics in common with discrimination and harassment but the reasons for the bullying behaviour may be much broader than the grounds on which it is unlawful to discriminate against or harass someone.

Bullying can lead to serious breaches of occupational health and safety laws and can also be prosecuted under common law.

Examples of bullying behaviour include:

- isolating or excluding a person from a work team;
- psychological abuse which destroys self-esteem and confidence;
- unfair or excessive criticism;
- setting impossible deadlines;
- using aggressive language;

Any employee found to have bullied another employee or workplace participant will be the subject of disciplinary action which may result in termination of employment.

Examples of inappropriate behaviour

The following behaviour is inappropriate and unacceptable at **Thinking Ergonomix Pty Ltd**. This list is not exhaustive.

- Derogatory comments about a person on the basis of their disability, race or any other ground of discrimination.
- Display of offensive materials, pictures or objects based on sex, a disability or race including material on the internet
- Intimidation or verbal abuse aimed at a person with a disability or their carer, their aids or capabilities.
- Practical jokes based on a person's disability, race, sexual preference etc.
- Isolation, segregation or humiliation of a person with a disability or of a particular race.
- Racially oriented intimidation or verbal abuse.
- Less favourable treatment of employees on workers compensation.
- Unwelcome comments or questions about a person's sex life, appearance or dress.
- Unnecessary familiarity such as touching, fondling, patting or pinching.
- Sexual assault, rape, flashing or indecent exposure.
- Jokes, intrusive questioning, messages (email and other) or telephone calls of a sexual nature.
- Direct propositioning or subtle pressure for sexual favors.
- Leering.
- Sexually explicit conversation.
- Gender based insults or taunting.

- Offensive and suggestive body language.

This behaviour and behaviour like it is not only inappropriate in our workplace but may also constitute unlawful, harassment, discrimination or bullying. In addition, some of the examples may also constitute criminal offences.

If any employee or participant in our workplace is found to have harassed, discriminated against, bullied or behaved inappropriately in the workplace they will be subjected to appropriate disciplinary action, which may result in termination of employment.

Who is responsible?

We are all responsible for our own behaviour and we can be held legally liable as individuals for that behaviour too.

Thinking Ergonomix Pty Ltd is also responsible for ensuring proper standards of behaviour at work and can be held legally accountable for all behaviour at work and can be held legally accountable for all employees (including casuals) and contractors' behaviour.

Victimisation

Victimisation is the term used to describe any "pay-backs", retribution or intimidation associated with a discrimination or harassment complaint. Victimisation refers not only to intimidation of complainants or potential complainants, but also to the alleged harasser or discriminator, witnesses, supporters and those resolving or investigating any complaints.

Thinking Ergonomix Pty Ltd will take all necessary steps to ensure victimisation does not occur. Persons found to have victimised another employee or workplace participant will be subject to disciplinary processes.

It is expected that employees will raise issues in good faith.

Responsibilities

Thinking Ergonomix Pty Ltd's responsibilities are to

- provide all workplace participants with a harassment and discrimination free work environment;

- provide a fair and effective procedure to investigate complaints of harassment, bullying and discrimination and provide trained contact officers to support employees through the complaint resolution process
- ensure victimisation does not occur;
- treat all workplace participants fairly;
- ensure the company has a comprehensive and regularly reviewed EEO / harassment / discrimination / bullying policy in place that is well communicated to all employees, including managers, supervisors, casuals and contractors;
- provide all employees with harassment / discrimination training (including refresher training from time to time); and
- take suitable disciplinary action against any person found to have victimised, vilified, harassed, bullied or discriminated against another employee

Employees of Thinking Ergonomix Pty Ltd have the responsibility to:

- report any incidents of harassment, bullying or discrimination they may see happening around them to an appropriate manager or supervisor;
- ensure they do not victimise any person involved in a complaint of harassment or discrimination;
- ensure they do not vilify another person or group of people;
- ensure that if involved in complaints, confidentiality is maintained; and
- treat all workplace participants fairly and with respect.

Supervisors / managers of Thinking Ergonomix Pty Ltd have the responsibility to:

- follow appropriate procedures for investigating complaints of harassment and discrimination if a complaint is made to them;

- ensure their staff are aware of this policy and **Thinking Ergonomix Pty Ltd's** expectations that they behave respectfully and tolerantly;
- model appropriate behaviour; and
- to promote and develop a harassment and discrimination free work environment.

Contact officers of Thinking Ergonomix Pty Ltd have the responsibility to

- be a first point of contact for people who have concerns about inappropriate behaviour and provide support for these people;
- maintain confidentiality;
- understand the Company's procedures for the resolution of complaints.

Consequences of breaching policy

Any employee found to have acted inappropriately or in a manner contrary to the Company's stated position in this policy, will be the subject of disciplinary action and if appropriate, termination of employment.

Procedure for Handling Harassment, Discrimination and Bullying Issues

Procedure

The following procedure is designed to help you address any concerns you have about incidents of harassment, discrimination and bullying or other offensive workplace behaviour.

The handling of any such issues will be:

Completely confidential. Only the people directly involved in making or investigating a complaint will have access to information about the complaint. Other employees or managers may be involved (eg. as witnesses) but only on a need to know basis.

Impartial. Both sides will have a chance to tell their side of the story. No assumptions will be made and no action will be taken until all relevant information has been collected and considered.

Free of repercussions. No action will be taken against anyone for making a complaint or helping someone make a complaint provided the complaint is made in good faith. Management will take all necessary steps to ensure that no victimisation occurs against anyone who makes a complaint or is involved in a complaint.

Timely. All complaints will be dealt with as quickly as possible.

Note: Thinking Ergonomix Pty Ltd reserves the right to act in the interests of the company by taking action deemed appropriate in the circumstances.

The following procedure, based on the principles of natural justice, is to be used to resolve any grievance.

Step-by-step procedure

Step 1 - If possible try to resolve the matter directly with the other party involved. The contact officer is available to assist in this process.

Step 2 - If the incident is unable to be resolved either directly between those involved or with the assistance of the contact officer or other appropriate person the issue should be referred to a supervisor or manager.

Step 3 - A detailed investigation of the alleged incident(s) will need to be carried out at this stage to assist in the resolution of the grievance. Witnesses may be called upon as part of the investigation. Any investigation will be kept confidential. It may be appropriate to involve representatives from the Union (if union members are involved in the complaint).

Step 4 - If at any stage during the grievance procedure the complainant is not satisfied with the company's actions they can take their matter, if relevant, to the Anti Discrimination Board Of NSW if the complaint is made under State legislation. If the complaint is made under the federal legislation then the appropriate tribunal is the Human Rights and Equal Opportunity Commission.

Resolution

Action taken to resolve a grievance is dependent on the circumstances of the complaint. A range of actions could be taken to resolve a complaint. These include:

- apology;
- undertaking that the behaviour will cease;

- formal counselling of the alleged harasser;
- disciplinary action, eg. transfer, formal warning, dismissal;
- awareness raising / training session;
- re-crediting leave associated with the harassment;
- reimbursing costs for treatment associated with harassment, eg. medical or counselling;
- dismissing the complaint; or
- notifying the police.

In the case of criminal offences it is up to the complainant to notify the Police. Employees will be encouraged to report the offence to the Police if appropriate. This does not negate the Company's responsibility to investigate the complaint.

If complaint not substantiated

If, after thorough investigation, **Thinking Ergonomix Pty Ltd** is unable to substantiate a complaint, the following steps will be taken:

1. the reasons for the decision will be explained to the parties involved.
2. the complainant will be advised of their right to take the matter to external organisations or jurisdictions.
3. any notes concerning the allegations will not be kept on either party's personnel file - a separate and totally confidential file of the incident will be kept.
4. a watching brief will be maintained on the situation after the investigation.

If, after investigation, a complaint is found to be false or frivolous it will be appropriate to take disciplinary action against the person who made the complaint. This may include termination of employment.

Record keeping

Thinking Ergonomix Pty Ltd will keep confidential records of all complaints made.

Records of harassment or discrimination complaint investigations will be kept separate from employees' personnel files. Access to these files will be restricted to the Administration Manager, General Manager and Managing Director.

These files will be kept for a period of 5 years from the conclusion of the complaint.

Other resources

As a result of the investigation into a harassment or discrimination complaint, it may be necessary for **Thinking Ergonomix Pty Ltd** to utilise resources from outside the company to help resolve the situation. These may include:

- an Employee Assistance Program (EAP);
- use of an independent investigator; or
- use of an independent mediator.

Any decision to involve outside assistance will be communicated to the parties involved.

Working Together At Thinking Ergonomix Pty Ltd

At **Thinking Ergonomix Pty Ltd** we expect everyone to treat each other with respect and dignity. **Thinking Ergonomix Pty Ltd** promotes the principles of merit and fairness in its employment practices. This means people are selected because they are the "best person for the job".

Discrimination, harassment and bullying will not be tolerated at **Thinking Ergonomix Pty Ltd**.

Individuals are liable for their own behaviour. **Thinking Ergonomix Pty Ltd** is responsible for monitoring proper standards of behaviour and is liable for all employees (including casuals) and contractors' behaviour. Appropriate action will be taken by **Thinking Ergonomix Pty Ltd** if an employee or contractor is found to have harassed, discriminated against, bullied or victimised another employee or a customer of **Thinking Ergonomix Pty Ltd**. Inappropriate behaviour will lead to disciplinary action and may result in termination of employment.

Harassment, discrimination or bullying can be (but is not limited to):

- giving persistent unwanted attention including sexual advances;
- crude or practical jokes, name calling, offensive gestures;
- yelling, swearing, intimidating, making direct or indirect threats
- displaying offensive and/or sexually explicit material, pictures or objects, including on the Internet;
- touching, pinching or massaging;
- not supporting injured workers;
- making fun of people's differences,
- making racist, sexist or ageist comments
- deliberately ignoring or isolating people
- continually criticizing or belittling someone

This behaviour and behaviour like it is unacceptable.

If you or your workmates are being harassed, bullied or discriminated against then we have a problem that requires immediate attention.

What do you do if you're being harassed, bullied or discriminated against?

- Step 1:** Don't keep it to yourself - if possible ask the offender to stop the unwanted behaviour.
- Step 2:** If you need more help to take action speak to a supervisor, manager, or trusted colleague.
- Step 3:** If you want to formalise your complaint contact your manager who will investigate the issue confidentially, impartially and professionally

All parties involved in a complaint will be treated fairly by the Company and must maintain confidentiality.

Your Contact Officers are;

- Janine O'Brien
- Janelle Inman
- John Boys
- Dean Kuch

Discipline Policy

The Management of **Thinking Ergonomix 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, its suppliers and customers and, where appropriate, the general public.

In general terms, what the company expects of all staff is that they:

- Abide by policies in place at the enterprise.
- 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.

Application of Policy

Allegations of unacceptable work performance and/or misconduct should be dealt with according to the following procedure. All employees should recognise that termination is a possible outcome, especially in cases of serious misconduct. The procedure is designed to ensure that every incident is investigated fully in a way which is fair to the employee(s) concerned.

What is Misconduct?

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.
- Attending for duty in a condition which constitutes a risk to one's own or any other employee's health or 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 Health & Safety Policy and Sexual Harassment Policy.
- Failure to demonstrate required conduct relating to issues such as Attendance, Timekeeping, Housekeeping and Wastage.

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

Drugs & Alcohol Policy

Thinking Ergonomix Pty Ltd is committed to providing a safe and healthy environment for all employees, contractors and visitors and to taking early action to respond to situations where the use of alcohol or drugs ("substances") may risk health and/or safety.

Thinking Ergonomix Pty Ltd is required under the Occupational Health and Safety Act 2000 to provide a workplace that is safe and without risks to health. Our "duty of care" under this Act extends to ensuring that workers who use such substances do not injure themselves or others at the workplace as a result.

Employees of, and contractors to, **Thinking Ergonomix Pty Ltd** have a reciprocal obligation to take reasonable care for their own and others health and safety and to cooperate with **Thinking Ergonomix Pty Ltd** in respect to action taken to protect their own and others health and safety.

Accordingly, this policy has been developed to minimise the risks to health and safety in the workplace which may arise from the use of alcohol or drugs.

Thinking Ergonomix Pty Ltd recognises that the abuse of alcohol and drugs is a major problem facing society generally and, as such, accepts that these substances will, on occasions, impact in the workplace. While **Thinking Ergonomix Pty Ltd** accepts an individual's right to exercise their freedom of choice, it has identified the effects of the use of drugs and/or alcohol use as major risks to health and safety in the workplace.

Scope

This policy will apply to every employee and contractor ("worker"). It applies to these individuals while they are at the workplace or away from the workplace but conducting work for **Thinking Ergonomix Pty Ltd** or using company vehicles.

On entering the workplace, visitors, clients and customers of the employer will also be required to comply with this policy

Obligations Under The Policy

It is the responsibility of managers and supervisors of **Thinking Ergonomix Pty Ltd** to:

- Provide a safe and healthy work environment;
- Monitor the work performance and ability of all workers within their area of control to carry out their job safely; and
- Ensure that this policy is applied on a consistent and fair basis.

It is the responsibility of **workers** to comply with this policy.

Workers are **encouraged** to notify their supervisor or manager if they suspect a worker is unable to safely perform their job due to the effects of alcohol or drugs, or have otherwise breached the requirements of this policy. This will assist **Thinking Ergonomix Pty Ltd** to provide a safe and healthy workplace and allow early intervention in the form of counselling and referral services to workers who may have a problem with substance use.

Standards Required

- (i) Workers ***must not consume or possess drugs***:
 - at the workplace, or, away from the workplace whilst carrying out work for **Thinking Ergonomix Pty Ltd**; or
 - in company vehicles.
- (ii) Workers ***must not attend work or drive a company vehicle if their performance is adversely affected by drugs***. A worker who is considered by their supervisor or manager to be unfit to safely perform their duties due to the effects of drugs shall not be permitted to remain at the workplace.
- (iii) Workers ***must not consume or possess alcohol***:

at the workplace, or, away from the workplace whilst carrying out work for **Thinking Ergonomix Pty Ltd**, unless with specific permission of the employer. These specific circumstances relate to situations where the employer is supplying alcohol at a workplace function, or where, as part of an employee's job, they might consume alcohol e.g. entertaining clients.

- (iv) Workers ***must not consume alcohol in company vehicles.***
- (a) Workers must not ***attend work or drive a company vehicle if their performance is adversely affected by alcohol.*** A worker who is considered by their supervisor or manager to be unfit to safely perform their duties due to the effects of alcohol shall not be permitted to remain at the workplace.
- (vi) A worker ***must inform their supervisor or manager if their performance is, or may be affected by, taking Prescription and /or Non-Prescription Medication.***

Definitions

The term **drug** means:

- any performance affecting substance that is prohibited by law.

The terms **prescription and non-prescription medications** mean:

- prescription medications (medications that are prescribed by a medical practitioner);
- non-prescription medications (medications that can lawfully be obtained over-the-counter).

The term **worker** includes:

- employees and individuals who contract their services to the employer, e.g. contractors and consultants.

The term **substances** includes:

- drugs and alcohol

Dealing With the Immediate Situation

If, as a result of taking **prescriptions or non-prescription medications**, a worker is unable to perform their usual job safely they will be given alternative work, where available. If alternative work cannot be found, the worker will not be permitted to remain at the workplace. In such circumstances, an employee may use any available sick leave to cover their absence.

If, in the opinion of the supervisor or manager, a worker is unfit to safely perform their duties, possibly because of the **effects of drugs or alcohol**, they will be quickly and safely **removed** from the work area.

On the following work day the worker will be interviewed by a representative of management. The manager will outline the concerns about work performance and safety as a result of the incident on the previous working day and indicate that this is the worker's opportunity to offer an explanation of the behavior described.

Depending on the outcome of the discussion, and investigation of the incident, the worker may then be subject to the company's disciplinary procedure which, depending on the circumstances and/or any future incidents, may lead to termination of employment.

Electronic Mail / Internet Policy

Employees are provided with access to the company's computer and telecommunications system and information technology (IT) equipment to enable them to carry out the functions of the business efficiently.

Since the company's network allows information to be transmitted between internal and external parties, any inappropriate or unauthorised use can severely degrade the performance of the network and may introduce viruses.

All staff using the company's computer network and IT equipment are required to comply with the company's Electronic Mail, Internet & IT Equipment Policy and are required to comply with all the laws, including but not limited to, laws relating to copyright, anti-discrimination, defamation, harassment and misuse of information and facilities and criminal activities.

In this policy, 'IT Equipment' includes computers, laptops, tablet computers (e.g. ipads), printers, telephone systems, telephones (including mobile telephones & 'smartphones'), video-conferencing equipment and related devices.

1. Purposes for which the company's electronic mail, internet & IT equipment may be used

1.1 Electronic mail, internet & IT equipment may be used for limited personal purposes

It is permissible to use the company electronic mail, internet and IT equipment for limited personal purposes. Personal uses such as online banking, online selling and purchasing, blogging, podcasting and accessing social media sites such as Facebook, Twitter, LinkedIn and YouTube should be restricted to personal (i.e. non-business) hours.

Permitted uses do not include activities that would expose the Company to legal liability or uses requiring substantial expenditures of time, uses for profit or uses that would otherwise violate Company policy with regard to employee time commitments or Company equipment.

2. Labelling of electronic mail messages

2.1 Personal E-mail must be labelled as such

If personal e-mail messages are sent using the company's electronic mail system employees must specifically label the electronic mail as personal, or must send personal messages only by means that clearly identify the messages as personal in nature. Any messages sent without such labelling or identification may be assumed by the company to have been sent on behalf of the company.

2.2 Signature files or message text must disclose limitations of employee's authority

Employees must use signature files, in messages sent to third parties, which make clear any limitations on the extent to which the messages from the employee may be understood to have been sent on behalf of the company.

3. Business standards required

3.1 Electronic mail messages are company records

Electronic mail messages have the same status as any written communications that emanate from the organisation. As company records, the company may be required to produce electronic mail messages to comply with the requirements of the law. Electronic mail messages are subject to the Company's document storage procedures.

3.2 No discriminatory or harassing material to be accessed or transmitted

Use of the company's computer system and IT equipment needs to be consistent with the company's standards of business conduct. In particular, employees must comply with the following standards of behavior when using the Company electronic mail/internet system (including social media) and IT equipment provided by the Company.

- Employees must not view, access, distribute, send, upload, post or respond to material that is offensive, pornographic, defamatory, fraudulent,

bullying, harassing, threatening, discriminatory, hateful, sexist or racist.

- Employees must not use or disclose information that is confidential to the Company, its clients or suppliers except in the course of performing duties for the Company.
- Employees must not infringe the copyright or other intellectual property rights of the company or any third parties, or otherwise engage in any illegal or wrong conduct.
- Employees must not download or upload programs or software unless specifically authorised by management.
- The unauthorised use of electronic messaging systems for purposes of 'snooping' is a violation of Company policy.

3.3 Suspect electronic mail

Any electronic mail received by an employee or contractor that appears to be of dubious origin or source or containing questionable material should not be opened without reference to the systems administrator.

3.4 Employees should be aware that distributing or posting harassing or discriminatory material may result in the individual and/or the Company being liable under discrimination or harassment laws. Employees or contractors that engage in activities which breach discrimination or harassment laws will not be supported by the Company if any legal action is taken against them.

3.5 The standards of behavior required by this clause must be complied with at all times when using Company systems and/or Company IT equipment. This means that employees who use Company systems and/or Company IT equipment outside of working hours or away from the workplace (such as at home) must comply with these standards.

4. Monitoring

4.1 Monitoring allowed

The company may engage in the monitoring of electronic mail messages, Internet access or other electronic files created by employees and the use of IT equipment provided by the Company. This may be done for security and network management reasons as well as to monitor for any unlawful activity. Monitoring can also be used to determine whether any employee is accessing, circulating or storing offensive or inappropriate material.

Monitoring of electronic communications, electronic files, internet usage and use of Company IT equipment may also occur for the purposes of employee supervision. All employees will be required to consent to such monitoring as a condition of their employment.

5. Substantive Rules

5.1 Company E-mail may not be used for illegal or wrongful purposes

Employees may not use company e-mail or electronic messaging systems to infringe the copyright or other intellectual property rights of the company or any third parties, to distribute defamatory, fraudulent or harassing messages, or otherwise to engage in any illegal or wrongful conduct.

5.2 Company computer systems may not be used to download software

Downloading or uploading of programs or software is prohibited unless specifically authorised by the Managing Director and undertaken by the Systems Administrator.

5.3 Electronic snooping prohibited

The unauthorised use of electronic messaging systems for purposes of 'snooping' is a violation of company policy and will be grounds for dismissal.

6. Consequences of breach of policy

Employees that engage in activities prohibited by this policy will be subject to disciplinary procedures which may include dismissal.

7. Blocking of emails or websites

There may be circumstances where an employee's access to email and/or internet is blocked.

Security Policy

The policy of **Thinking Ergonomix Pty Ltd** is that no company property may be removed from company premises or designated storage places without the permission of a nominated supervisor. Where the company has a substantial reason for believing that an employee has removed company property or is in possession of company property, an investigation into the matter will be conducted by a company officer.

The procedure for investigating the removal or possession of company property is as follows:

- the employee involved will first be asked whether they agree to an interview;
- the employee may ask for the attendance of another nominated person from within the organisation, to be present at the interview;
- if the employee agrees, they will be asked whether they have any knowledge about the missing item/s;
- the employee will be asked to give consent to the search of their possessions;
- under no circumstances shall an employee be subject to physical or body contact or body search by management or security personnel;
- if an employee does not co-operate in the security process and/or if management on reasonable grounds believes that the employee has committed an offence, the police may be called and the employee supervised until the police arrive.

If, after an investigation, it is found that an employee has removed company property without permission or has been found in the possession of company property without permission then disciplinary action will follow.

Safety Policy

The Directors and Management of **Thinking Ergonomix Pty Ltd** recognise the importance of providing all employees, visitors and contractors with a safe and healthy work environment.

Our goal is to prevent all occupational injuries and illness. The company will seek to achieve this by:

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness.
- Providing instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures.
- Involving individuals in Occupational Health and Safety matters and consulting with them on ways to recognize, evaluate and control workplace hazards.
- Ensuring that everyone (Including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

The company will implement and maintain an ongoing Occupational Health and Safety Program, including conducting regular inspections of the workplace aimed at preventing accidents and incidents.

All managers and supervisors are responsible and accountable for the safety of employees, contractors and company property under their control. Managers and supervisors are responsible for ensuring all regulations, procedures and safe work practices are followed at all times.

All employees are expected to:

- Follow all company safety requirements and relevant codes of practice.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.

- Actively participate in safety improvement activities.
- Act in a safe manner at all times.
- Take care of their own health and safety and the health and safety of people affected by their conduct.
- Wear personal protective equipment and clothing required.