



DIRTART

WORLD LEADERS IN TRAILS

**HUMAN RESOURCES
POLICY &
PROCEDURES MANUAL**

Human Resources

Policy and Procedure Manual

Table of Contents

Welcome.....	6
What We Do	8
Our Clients	9
Our mission, vision & values.....	10
Mission Statement:	10
Vision Statement:.....	10
Values:	10
Your employment	13
On-Boarding.....	13
Payroll.....	13
Changing Pay Details	13
Hours of Work.....	14
Overtime and Additional Hours.....	14
Absence or lateness for work	14
Reimbursement of Expenses	15
Travel.....	15
Travel Allowances	16
Business Environment	18
Work Areas.....	18
Security.....	18
Accommodation	18
Kitchen and Bathrooms.....	18
Code of Conduct Policy.....	20
Purpose	20
Principles	20

Policy	20
Dealing with the Public.....	21
Dress Code Policy	23
Construction staff.....	23
General.....	23
Supply and Purchasing.....	23
Mountain Bike and Trail Use Policy	24
Vehicles and Equipment Policy	25
Work Vehicle Usage	25
Large and Small Equipment Usage	26
Purchasing Policies	28
Work Provided Credit Card Usage.....	28
IT, Internet and Email Policies	30
Ipad Usage (WHS Documentation)	30
Internet Use (where provided)	30
Email Use (where provided)	30
Social Media Policies	33
Professional Use of Social Media	33
Procedure	33
Private / Personal Use of Social Media	34
Procedure	34
Recruitment	36
Policy	36
Procedure	36
Induction	37
Policy	37
Procedure	37
Training & Development	37
Policy	37
Probation	38
Policy	38

Procedure	38
Occupational Health & Safety Policy	38
Policy	38
Responsibilities	38
Manual handling policy	40
Sun safety policy	40
Workers' compensation policy	40
Injury and Incident procedure	40
Smoking policy	41
Alcohol & drugs policy	41
Equal Employment Opportunity (EEO) and Anti-Bullying	42
Policy	42
Discrimination, Sexual Harassment and Bullying	42
Definitions	42
Procedure: To make a complaint	44
Procedure: To receive a complaint	45
Procedure: To investigate a complaint	45
Possible outcomes	46
Pregnancy at Work	48
Advising of pregnancy	48
Harassment during pregnancy	48
Safety at work	48
Return to work	48
Flexible Working Arrangements	50
Options for flexible work practices	51
Leave	53
General leave policy	53
Annual leave policy	53
Personal (sick) leave policy	54
Carer's leave policy	54
Compassionate leave policy	54
Long service leave policy	55

Parental leave policy	55
Unpaid parental leave	55
Parental Leave types:	56
Parental Leave	56
Concurrent Leave	56
Special Maternity Leave	56
Parental Leave Pay	56
Primary Caregiver Pay	57
Dad and Partner Pay.....	57
Parental leave for partners	57
Applying for leave.....	57
Adoption.....	58
Other Paid leave	58
Annual leave.....	58
Time off for antenatal appointments, adoption interviews or examinations	58
Leave for pregnancy related illness.....	58
Loss of a child while pregnant	59
During parental leave.....	59
Time in lieu (TOIL) policy	60
Leave without pay policy	60
Jury duty policy.....	60
Performance Management and Improvement.....	62
Policy	62
Procedure	62
Performance Improvement	62
Policy	62
Procedure	63
Gross or serious misconduct policy.....	64
Procedure	65
Grievance complaints.....	66
Policy	66
Procedure	66
Conflict of Interest	67

Policy	67
Procedure	67
Intellectual Property & Security	69
Environmental Best Practice.....	70
Policy	70
Procedure	70
DirtArt - Policies and Declaration	72

Welcome

Congratulations on your appointment and welcome to the team at DirtArt! We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. Our business is primarily about the planning and construction of high quality recreational trails that meet the needs of our clients. You have been hired because we believe you can help us to deliver these high quality trails. We want to ensure that your interactions with other DirtArt employees and our clients will reflect the value that DirtArt places on our commitment to superior trails and client service.

The purpose of this Manual is to introduce you to DirtArt, give you some information about our history, our clients and what we do. You will also find information about your terms and conditions and employment, our expectations around your behaviour and our policies and procedures. This manual should be read in conjunction with your Contract of Employment.

This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur. If you have any questions about the content please do not hesitate to contact our Office Manager.

Of note, and as can be seen from the graphic on the next page, DirtArt has a very flat organisational structure. You should feel free to speak to whomever you feel would be in the best position to answer your question, resolve an issue or give you the information you need.

Having said that please be aware that members of the Leadership Team staff are usually very busy, so you may not get a response quickly, in which case seek what you need from another staff member.

Our Company History

The story of DirtArt starts in 2008 when Managing Director (MD), Simon French, saw a need in the market for innovative professional trail design and construction services. Simon tapped into his passion for mountain bike riding and trail building and established DirtArt.

Now one of the largest trail companies in Australasia DirtArt has consulted on, designed, built and managed over 2,000 kilometres of trails across over 100 different trail projects; from 100 kilometre mountain bike trail networks, through to iconic wilderness walking trails.

DirtArt now has three Australian and one New Zealand bases supported by a large pool of both human and equipment resources.

DirtArt aims to at all times maintain the upmost levels of trail services to our clients and strives to place itself a true world-leader in the recreational trail industry.

What We Do

At DirtArt we provide the following services to our clients:

- Trail concept planning
- Feasibility studies
- Trail master planning
- Public consultation
- Trail auditing and assessment
- Volunteer and staff training workshops
- Trail design
- Trail construction
- Trail maintenance
- Destination marketing
- Event management

DirtArt's roots are in mountain biking and our primary focus is on mountain bike trail planning and construction, however the innovative and sustainable trail practices that we have developed for the mountain bike industry translate well to the bushwalking sector, which has seen DirtArt increasingly involved in walking trail projects.

Our Clients

At DirtArt we service many clients with a wide a varied range of backgrounds and needs including:

- Local Government (ie Councils)
- State Government (eg Parks and Wildlife Service, Department of Environment, Forestry)
- Private Industry (eg timber plantations, bike parks, resorts, golf courses)
- Local clubs
- Other not for profit groups

Our mission, vision & values

Mission Statement:

DirtArt's mission is to help our clients plan, build and manage high quality, sustainable trails.

Vision Statement:

Our aim is to be:

- Known for high quality outcomes and client service
- Recognised as a world leader in the recreational trail industry.

Values:

- Respect for the natural environment
- The provision of a safe and enjoyable workplace, which fosters job satisfaction
- Commitment and dedication to the highest quality project outcomes
- High quality communication with each other, our clients and our community
- Openness, honesty and integrity

Key Character Traits of Dirt Group Employees

- Enthusiasm

The DirtArt team is driven by the desire to create truly world-class trail infrastructure that provides the highest standards in trail dynamics, flow and sustainability. Our team is composed of riders who are dedicated and passionate about their work.

While DirtArt focuses on mountain bike trails and facilities our team are also highly experienced and capable in the construction and management of walking and shared-use trails.

- Dedication

The DirtArt team is dedicated to delivering projects of the absolute highest possible standards. Our commitment is not only to matching the standards of our competitors, but to establishing new benchmarks; achieved through genuine creativity, dedication and experience.

DirtArt is not content with doing the bare minimum; our team will always go above and beyond, ensuring that all DirtArt projects exceed rather than meet expectations.

- Creativity

The design and construction of truly iconic and exciting mountain bike trails and infrastructure relies on inspired and creative design. DirtArt trails are designed and built by elite-level riders to suit all rider abilities, from young families through to world-class athletes. DirtArt trails 'flow,' providing ultimate user enjoyment and minimum ongoing maintenance.

DirtArt pushes the boundaries of traditional design methods whilst delivering projects with the highest standards in sustainability.

- Client service

At DirtArt we pride ourselves on delivering the highest standards of client service. We are excellent communicators and are committed to ensuring we are easily contactable and always friendly and approachable.

In an industry often characterised by difficulty in contacting and communicating with contractors, DirtArt provide a superior alternative.

Once engaged for any project, DirtArt will be a true champion and ambassador for our client and their project. While others will just 'get the job done,' DirtArt will always strive for the absolute best outcome for our clients.

Your employment

Your employment with DirtArt is essentially governed by your contract of employment and DirtArt Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

On-Boarding

Please follow the instructions provided in the Staff Portal.

Payroll

Your pay cycle is fortnightly. Our pay cycle runs from Monday to Sunday over a two-week period and pays are processed on Thursdays, fortnightly. At the end of each pay cycle (on Sunday) you will enter your work hours through the *Xero Me* app. If you have been awarded a Travel Allowance you add that at this time, as you will do if you are eligible for an 'In Charge' bonus. Only add these if you are entitled to them.

Depending on which bank you use, most people may be able to access their pay late on Thursday because this is the day payroll is actually processed.

Pays will be automatically deposited electronically into the bank account details provided to DirtArt through the *Tanda* process.

Taxation payments are automatically deducted from your salary. Superannuation payments are paid into your nominated fund, along with all other staff Superannuation obligations, in bulk, every quarter.

Changing Pay Details

Please advise the Business Manager via email should you wish to change any pay details like changing your bank account or changing your Super-fund. Please ensure you notify us prior to the date you wish for the change to be effective by.

Hours of Work

Your hours of work will depend on business needs and the requirements of the work you are assigned. However for outdoor worksite staff, working hours are generally between 7am to 4pm Monday to Friday over a ten-day (76.0 hour) fortnight.

A 20-minute morning break is generally taken at 10 am and a half hour lunch break at 12:30 pm. The exact nature of these breaks are more determined by local conditions and so may vary considerably.

DirtArt adopts a common sense approach to managing work hours. We will endeavour to accommodate reasonable requests for changes to working hours, however team productivity and logistics will generally require teams to work to matching schedules.

Any queries regarding work hours for a fortnight should be directed to the Project Manager or Office Manager.

Overtime and Additional Hours

Overtime is work which is performed at the direction of the Team Leader or Project Manager which is in excess of your contracted hours of work.

Where possible DirtArt aims to eliminate overtime through efficient work practices. In the unlikely situation where overtime is required, time will be credited as Time off in Lieu (TOIL) unless alternative agreements are in place PRIOR to the hours worked. Please see below for a more detailed description of TOIL.

Overtime and additional hours must be approved by your Team Leader or Project Manager prior to the hours being worked. Failure to gain approval for overtime may result in employees not being paid for overtime worked.

Absence or lateness for work

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported (by phone) to your Team Leader as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask

someone to telephone on your behalf. You are also required to notify the Project Manager of the absence or late arrival immediately via text or phone.

Subsequent to this, you must keep your Team Leader and Project Manager informed of your progress. Refer also to Leave Policies below.

Wherever possible you should make dental, medical, or other private appointments outside your normal working hours.

It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

Reimbursement of Expenses

DirtArt will only reimburse employees for pre-approved expenses properly incurred in the performance of their duties. Reimbursement will be subject to employees providing the Business Manager with receipts or other evidence of payment and of the purpose of each expense.

All reimbursement requests must be submitted by the phone application '*Receipt Bank*.' Please contact the Office Manager to be set up on this application.

Travel

Reasonable travelling expenses, where incurred in the performance of an employee's duties, will be reimbursed, provided that all claims are pre-approved with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of, DirtArt.

Employees should direct travel queries to the Office Manager.

Generally, air travel will be by economy class, with a carrier chosen by DirtArt. Air travel and accommodation will be booked by DirtArt, unless prior arrangements have been made.

On top of the standard 23 kg of baggage allocated to a travelling staff member on a flight booking, DirtArt will book and pay for one additional bag at 23 kg if required. Any further additional baggage items, or overweight baggage will be at the expense of the travelling staff member.

Travel Allowances

The below payments are not applicable to staff relocating themselves to undertake a particular project.

Long-term projects that require employees to be located away from their primary residence for an extended period (four or more months) may attract a relocation payment that is based on the length of time away and the location of the project as detailed below.

Shorter-term projects that require employees to be located away from their primary residence for less than four months will instead be paid a living away from home allowance of \$40 per working day (i.e., \$400 per working 10 day fortnight).

In both instances reasonable travel costs to and from the project at the beginning and end of the project will be covered by DirtArt. The costs of accommodation will also be fully covered by DirtArt in both instances.

Projects scheduled at longer than four months yet less than six months in duration

When allocated a project scheduled for greater than four months in duration it is expected that the employee will be considered temporarily relocated to the relevant project location. In this instance DirtArt will pay a \$1,000 relocation bonus (in addition to reimbursing/paying any reasonable transport/relocation costs). This relocation bonus will be paid in two parts, \$500 on commencement of the project, and \$500 on successful completion of the project. Either or both parts of the bonus payment may not be paid in a circumstance where employment is terminated due to misconduct.

Projects scheduled at greater than six months duration

Projects scheduled at greater than six months in duration will result in an additional \$500 payment, paid at the completion of the project.

Projects running ahead or behind of schedule

Projects where a relocation payment is applicable, will have the following special terms applied;

Less than 4 month duration projects

Variations to payment terms will only occur if a schedule is varied by greater than 25%.

Should a project scheduled at four months in duration extend beyond 25% of the original project schedule, the project terms will be reset with applicable payments to be made based on the estimated additional time required to complete the project (i.e., out of home allowance to continue if project scheduled at less than 4 additional months, and relocation payment to be applied if project scheduled at greater than 4 additional months).

4-6 month duration projects

Variations to payment terms will only occur if a schedule is varied by greater than 25%.

Should a project reach completion 25% or earlier than scheduled the employee will be paid in arrears the total applicable out of home allowances less previously paid relocation payments.

Should a project run 25%+ beyond the scheduled time, the applicable additional relocation payment will be paid.

The above payments are not applicable to staff relocating themselves to undertake a particular project.

Business Environment

Work Areas

Most of DirtArt's employees work in an outside environment with the trail construction teams. It is important that work sites are kept clean and tidy. Litter such as food wrappings should be placed in waste bins/bags and removed from the site each day.

Security

Employees must ensure that all tools and equipment are secured and locked away at night. When working in remote locations it may be acceptable to keep some hand tools in a 'hidden' onsite location, in these instances you should discuss the storage with your onsite Team Leader.

You should make sure that all personal belongings and valuables are locked away and secured. Personal property is not covered by DirtArt's insurance.

Accommodation

DirtArt provides accommodation for extended projects away from your primary residence. It is expected that these are kept clean and tidy at all times.

In many cases this accommodation will include shared kitchen and bathroom facilities with other staff.

Staff accommodation may not always be suitable for overnight stays by family and friends due to the shared nature of some accommodation premises. Requests for such stays must be made to the Project Manager prior to being organised.

All accommodation utilised by DirtArt staff members must be left, at check out, in the same state in which it was found upon check in. Any cleaning fees, or damage costs above normal wear and tear to rented property will be directed to the employee.

Kitchen and Bathrooms

Please keep the kitchen and bathroom areas clean at all times. You should be

mindful that these are often public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes then wash them immediately after use.

If there are any issues with these facilities you should notify the Project Manager or Office Manager immediately.

Code of Conduct Policy

Purpose

This policy affirms DirtArt's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that DirtArt expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our Clients. DirtArt fully endorses the concept that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine DirtArt and Client trust.

Policy

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a Dirt Art senior manager, any interest which may constitute a conflict of interest
- Promote the interests of DirtArt

- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with DirtArt and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

DirtArt expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including dismissal.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Office Manager.

This policy will be regularly reviewed by DirtArt and any necessary changes will be implemented by the Leadership Team.

Dealing with the Public

All employees are required to be polite and courteous and are expected to uphold the Code of Conduct in all dealings with the public. Inappropriate behaviour has the potential to cause damage to DirtArt, as well as its employees, clients, business partners and suppliers.

No employee is to act as public representative of DirtArt without the prior approval of the Managing Director or Business Manager. Any questions or concerns that are raised by a member of the public relating to DirtArt or its operations should be referred to the Project Manager, who in turn should refer any significant or potentially contentious matters to the Leadership Group.

All employees, contractors and sub-contractors of DirtArt must ensure they do

not communicate any:

- Confidential information relating to DirtArt or its clients, business partners or suppliers
- Material that violates the privacy or publicity rights of another party
- Information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of DirtArt without their prior authorisation or approval to do so.

Confidential information includes any information in any form relating to DirtArt and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to information relating to projects being tendered for, detailed project information, costs and workplace incidents.

Employees are reminded that DirtArt's presence is often very noticeable to a local community. Members of the local community will often be well aware of the projects being undertaken and that you are an employee of DirtArt. It is very important that DirtArt employees always uphold the Code of Conduct both during and after work hours.

Dress Code Policy

DirtArt's objective in establishing a safe and comfortable environment includes setting some standards for workplace dress code. This is to enable safety of all people and to project a professional image that is in keeping with the needs of our clients to trust us.

Construction staff

All construction staff must wear high visibility clothing at all times when working on a project. DirtArt supplies options for high visibility uniform consisting of high-vis tops and/or vests. Steel capped boots are to be worn at all times on construction projects, these will be provided by DirtArt annually. These are safety requirements.

General

Management or other employees who attend meetings with clients or potential clients (valid only on meeting days) should wear a DirtArt shirt and smart casual pants. Management may request an employee to wear a DirtArt uniform on any particular day. This may be due to client visits, or any other reason.

Supply and Purchasing

Employees will be supplied with uniform when they commence employment. Uniforms may need to be ordered in, therefore, employees will dress as per instruction from management until a uniform is distributed. New uniforms will be issued to staff when required at management's discretion, however this is generally annually. Employees may purchase additional uniforms at cost price by contacting the Business Manager. When an employee leaves the company they are required to give all issued uniforms back.

Mountain Bike and Trail Use Policy

DirtArt is encouraging and supportive of employees undertaking mountain bike riding and other trail experiences. We are passionate about the trails we design, build and ride/walk and actively seek out employees who share this passion.

DirtArt understands the personal benefits that riding and walking brings to staff including health and wellbeing, socialisation, enjoyment and fun! Riding and walking participation also brings business benefits including helping staff to gain a broad understanding of national and international trail experiences, improving knowledge of trail design and construction techniques, and understanding what creates or detracts from successful trail experiences.

As such DirtArt is committed to supporting employee's trail use, where practical, including by:

- Covering costs of travelling with bikes when moving to and from worksites
- Seeking out and providing staff discounts from mountain bike and other equipment suppliers
- Seeking out and providing staff discounts for access to riding destinations at, or near, work sites (e.g. lift passes)
- Supporting, where practical, staff requests for leave to travel to mountain biking, or other trail, destinations.

In return DirtArt expects employees to be responsible trail users and understand that their trail use can reflect on the reputation of DirtArt. DirtArt requires employees to always:

- Uphold any local code of conduct or rules of the trail
- Not ride/walk any illegal or unauthorised trails
- Not undertake any illegal or unauthorised trail construction.

Vehicles and Equipment Policy

This policy supports DirtArt's objective of providing a safe and comfortable workplace and the proper care and maintenance of Dirt Art assets.

Work Vehicle Usage

The following applies to the use of any vehicle owned or hired by DirtArt and utilised by employees for work purposes (eg ute, car, van).

As per DirtArt's insurance policy requirements, work vehicles should only be driven by employees who have a current, full drivers licence and are over the age of 21. Employees under this age, or without a full / open licence may be given permission to drive the work vehicle only under exceptional circumstances. Employees found breaching this requirement may face disciplinary actions. If in doubt permission to use work vehicles should be sought from the Team Leader or Project Manager.

When driving a work vehicle, drivers must obey road rules at all times. This includes but is not limited to; driving only within the prescribed speed limit, not driving whilst affected by alcohol or illicit drugs, not utilising mobile phone whilst driving and wearing a seatbelt at all times.

DirtArt has a zero alcohol and illicit drug policy for drivers operating a work vehicle. If special permission is granted to use a work vehicle to attend an out-of-hours function or social event then a 0.05 blood alcohol limit, or any lower legal requirement, applies. The Managing Director or Business Manager must grant prior permission for such use.

If DirtArt receives a traffic infringement notice for a work vehicle, DirtArt will nominate the driver in charge of the vehicle at the time of the offence and it will be the driver's responsibility to pay any infringements, demerit points , etc.

Work vehicles are a business asset of DirtArt, and as such they must remain in as good condition as possible. Vehicles must only be driven within their limits, must only tow under their tow capacity, and all due care must be taken by employees not to damage the vehicle exterior or interior. If damage does occur to the vehicle

whilst under the care of an employee, a report must be made to the Office Manager as soon as possible after the incident which details as much pertinent information as possible. Where damage is caused through irresponsible behaviour, any repair costs or insurance excesses may be passed on to the employee at the discretion of DirtArt.

At the end of each project the work vehicle in use must be washed thoroughly and vacuumed. This is not only to ensure that the vehicle remains in good condition, but to also ensure that weeds, contaminated soils , etc., are not transferred between work sites. This is a component of DirtArt's Environmental Management Plan (EMP) and must be adhered to. Additionally, it is required that vehicles are kept reasonably clean and tidy throughout a project both for respect of fellow employees and to reflect a positive image of DirtArt to clients and the public.

Large and Small Equipment Usage

The following applies to the use of any equipment owned or hired by DirtArt, and utilised by employees for work purposes.

Large, motorised equipment includes, but is not limited to: excavators, ATV's, power carriers.

Small Equipment includes, but is not limited to: hand tools (ie rakes, shovels, rake-hoes, mattocks), power tools, hoses, spray units, generators, fuel jerry cans, water tanks, ramps , etc.

Prior to the operation of any equipment, employees must make themselves familiar with the Safe Work Management System (SWMS) for the particular piece of equipment. Employees must read and sign the SWMS for each piece of equipment, prior to the commencement of any individual project. Employees who are found to be operating any equipment in a manner that is unsafe, or that poses unnecessary risk to staff/clients/general public, may have their employment terminated at the discretion of DirtArt. DirtArt has a 'zero tolerance' policy concerning unsafe operation of equipment.

No employee is to operate any specialised equipment or machinery without holding the appropriate licences, as required by law, or any equipment they are unfamiliar or uncomfortable operating. If in doubt employees should speak to their Team Leader or the Project Manager before proceeding. DirtArt will provide

appropriate training as per our Training and Development Policy.

Each working day, a pre start check must be performed on each piece of equipment that is being utilised that day. If a defect or maintenance issue is noted a 'Do Not Operate' tag must be placed on the piece of equipment, and the employee must notify the Project Manager via phone. The tag may only be removed, and approval for use given by an authorised person.

A logbook entry must also be completed prior to any large, motorised equipment being used each day.

Equipment is a business asset of DirtArt, and as such it needs to be ensured that the equipment remains in as good condition as possible. Equipment must only be operated within it's limits in line with the SWMS, and all due care must be taken by employees not to damage the equipment. If damage does occur to the equipment (outside of normal expected wear and tear) whilst under the care of an employee, a report must be made to the Office Manager via email as soon as possible after the incident detailing as much pertinent information as possible. Where damage is caused through irresponsible behaviour repair costs or insurance excesses may be passed on to the employee at the discretion of DirtArt.

At the end of each project the equipment in use must be washed thoroughly. This is not only to ensure that the equipment remains in good condition, but to also ensure that weeds, contaminated soils , etc., are not transferred between work sites. This is an essential component of DirtArt's Environmental Management Plan (EMP).

Employees must endeavour to notify the Office Manager as early as possible when a piece of mechanical equipment is approaching a service interval. This will ensure timely servicing that does not disrupt productivity of a project.

Employees must first check with the Office Manager before purchasing any new equipment and provide rationale as to why new equipment is required. Small equipment must not be purchased until current stores of DirtArt equipment have first been checked and assessed for availability.

Purchasing Policies

All purchases must be relevant to the work site/job at which the staff member is working and must be for essential items only. All DirtArt stores must first be checked before a purchase is made, to eliminate any unnecessary purchases or doubling up on items. Store accounts should be used where possible.

Work Provided Credit Card Usage

Senior staff members will be allocated work credit cards on a case by case basis. The following applies to the usage of all work credit cards;

- Project related sundry expenses (that have been deemed essential for project continuation, and after current supply stocks have been checked) under \$250 may be purchased without approval.
- Project related expenses between \$250 — \$500 must be pre approved through Office Manager PRIOR to purchasing.
- Project related expenses between \$500 — \$1000 must be pre approved through the Managing Director PRIOR to purchasing. If the Managing Director cannot be reached directly, please contact the Office Manager.
- Project related expenses over \$1000 must be invoiced to Dirt Art Pty Ltd, and sent by email to accounts@dirtart.com.au to be paid via EFT or Dirt Art's corporate card system.
- Construction staff members will be limited to a spend of \$2500 per month on their allocated work cards, and NO cash out is available either over the counter or via ATM.
- If a work credit card is believed lost or stolen, both Office Manager and Business Manager must be notified immediately. This is to ensure that the card can be cancelled ASAP and risk of credit card fraud eliminated.
- No personal use of work credit cards is allowed, under any circumstances

- Credit Card PIN must be closely guarded and not disclosed. If it is believed that a PIN has been compromised, the staff member must contact ANZ bank to change their PIN.

If a staff member with an allocated credit card is found to have breached the above conditions, their card will be cancelled immediately and no card will be reissued.

IT, Internet and Email Policies

Ipads Usage (WHS Documentation)

iPads are provided to DirtArt staff members for Workplace Health and Safety requirements ONLY. A WHS iPad is allocated to each work vehicle, and must stay with the work vehicle at all times unless the iPad requires repair or charging.

iPads must be treated with care and not exposed to; heat, moisture/water, dust/dirt and care needs be taken not to expose the iPad to impacts such as dropping the iPad onto hard surfaces.

Each iPad comes with an instruction document which is accessed via the dropbox app on the iPad.

iPads are for the use of all staff on a project, and as such must not be used for personal use (i.e., emails, messages, photos, videos, internet access , etc.).

The iPads must remain signed into the iCloud account 'dirtartipad@icloud.com' to ensure that they can be updated whenever required.

Internet Use (where provided)

Where relevant, internet access is provided by DirtArt for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

Email Use (where provided)

1. Email facilities are provided for formal business correspondence.

2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Private email use. While we discourage it DirtArt permits the use of work email addresses for private use, within the policies and guidelines relevant to work email addresses, and only if private use does not hamper or interfere with work-specific email usage.
4. Non-essential email, including spam and personal emails, should be deleted regularly from the 'Sent Items,' 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect DirtArt from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as an email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of DirtArt in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) in the task of ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all," etc., that are not part of the staff member's duties, is not permitted.

6. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

Social Media Policies

This policy applies to all employees, contractors and sub-contractors of DirtArt who:

- have an active profile on a social or business networking site such as LinkedIn, Facebook, MySpace, Instagram or Twitter;
- write or maintain a personal or business blog; and /or
- Post comments on public and /or private web-based forums or message boards or any other internet sites.

This policy does not form part of an employee's contract of employment. Nor does it form part of any contractor or sub-contractor's contract for service.

Professional Use of Social Media

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (i.e., Facebook, LinkedIn), video and /or photo sharing websites (ie. YouTube, Flickr, Instagram), business / corporate and personal blogs, micro-blogs (i.e Twitter), chat rooms and forums and /or Social Media:

DirtArt expects its employees to maintain an exceptional standard of behaviour when using Social Media for work or for personal purposes where DirtArt is mentioned or implied.

Procedure

No employee, contractor or sub-contractor of DirtArt is to engage in Social Media as a representative or on behalf of DirtArt unless they first obtain written approval from the Managing Director or Business Manager.

If any employee, contractor or sub-contractor of DirtArt is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of DirtArt.

All employees, contractors and sub-contractors of DirtArt must ensure they do not communicate any:

- Confidential information relating to DirtArt or its clients, business partners or suppliers;
- Material that violates the privacy or publicity rights of another party;
- Information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of DirtArt without their prior authorisation to do so on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential information includes any information in any form relating to DirtArt and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to, information relating to projects being tendered for, detailed project information, costs or workplace incidents.

Private / Personal Use of Social Media

Procedure

DirtArt acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by DirtArt. However, inappropriate behaviour on such sites has the potential to cause damage to DirtArt, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of DirtArt must agree to not publish any material, in any form, which identifies themselves as being representatives of DirtArt or its clients, business partners or suppliers, unless approved to do so by the Managing Director or Business Manager.

All employees, contractors and sub-contractors of DirtArt must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material

including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to DirtArt's staff or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of DirtArt, or its clients, business partners or suppliers;
- Contains any form of Confidential Information relating to DirtArt, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of DirtArt must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the summary termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and / or permanently or temporarily denying access to all or part of DirtArt's computer network.

Recruitment

Policy

DirtArt recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

DirtArt recruits people via the following methods:

- Internal
- External
- Employee Referral

Procedure

1. Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising avoid discriminatory language e.g. young person. Target the requirements of the job e.g. we seek an energetic person.
2. The recruitment process may include some or all of these: an application form, interviews, practical testing, reference checks, right to work in Australia checks. If undertaking an interview ensure there are no possibly discriminatory requests for information, for example "Do you plan to have a family in the near future?"
3. Give the successful candidate a contract of employment setting out clear terms and conditions. This includes the nature of employment e.g. full time, permanent part time, casual. The contract should include a welcome note and start details.

4. Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.

Induction

Policy

DirtArt will make sure all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process of which this manual forms part of.

Procedure

Complete an induction plan for each new starter with details of:

- introductions
- workplace tour
- OH&S procedures and evacuation
- business overview
- who's who
- nominated buddy
- a working safely plan
- training plan
- copy of the Fair Work Information Statement
- policy and procedural requirements, e.g. equal employment opportunity

Training & Development

Policy

DirtArt will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or

knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.

Probation

Policy

The one and six month probationary periods are times for both the employee and the business to assess suitability, fit and competency within a role. During this period DirtArt commits to reviewing employee performance and at the end of this time ongoing employment will be confirmed where available.

Procedure

1. Use a system to track and monitor probationary periods.
2. Managers will give informal and formal appraisal during the probation period.
3. At the end of the probation period, complete a final probation appraisal and advise the employee of the result via a formal written letter or email.

Occupational Health & Safety Policy

Policy

DirtArt recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, clients and visitors to site. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

Our OH&S objective is to actively work towards elimination of injuries and fatalities.

Responsibilities

Management is committed to:

- Integrating OH&S into all aspects of DirtArt operations

- Compliance with legislative requirements, current industry standards and co-operation with Regulatory bodies, as far as is reasonably possible
- Exceeding legislative requirements and aiming for best practice systems of work
- Measurable targets to ensure continued improvement reflected in accountability / key performance indicators at all levels
- Provision and maintenance of a work environment that is safe and without risks to health
- Consultation with employees and other parties to improve decision-making on OH&S and environmental matters
- Development, implementation and review of written safe work procedures for all machinery / equipment utilised
- Distribution and communication of safety information and safe work procedures
- Information, instruction, training and supervision to employees, contractors, clients and visitors to ensure optimal safety
- Support and assist employees in effective injury management and rehabilitation
- Annual review and assessment of OH&S policy

Employees are expected to:

- Take reasonable care for the health and safety of themselves and others at work
- Co-operate with DirtArt to enable compliance with OH&S legal obligations
- Participate in consultative arrangements
- Assist management to meet OH&S targets / key performance indicators
- Participate in return to work programs when applicable

- Identifying practices and conditions that could injure employees, clients, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- Making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- Making sure PPE is maintained and working properly.

Manual handling policy

See WHS Manual

Sun safety policy

See WHS Manual

Workers' compensation policy

All employees may be eligible for workers' compensation benefits if injured while at work.

Injury and Incident procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of Dirt Art's first aiders. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their Team Leader.
3. The Team Leader must write a report in the Register of Injuries, Incidents and Near Misses and send onto the Project Manager. This standard report must include:
 - employee's name and job details

- time and date of injury
- exact location the injury / incident occurred
- how the injury / incident happened
- details of the injury / illness and the part / s of the body injured
- names of any witnesses
- name of the person entering details in the Register
- date the employer was notified

4. DirtArt will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

The Project Manager must report serious injuries to the Leadership Group and notify *WorkSafe* immediately.

Smoking policy

See WHS Manual

Alcohol & drugs policy

See WHS Manual

Equal Employment Opportunity (EEO) and Anti-Bullying

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by DirtArt.

It also applies for all recruitment, selection and promotion decisions.

The objective of DirtArt's Equal Opportunity Policy is to improve business success by:

- Attracting and retaining the best possible employees
- Providing a safe, respectful and flexible work environment
- Delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

DirtArt is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

Definitions

For the purposes of this policy, the following definitions apply:

Direct discrimination: occurs when someone is treated unfavourably because of a personal characteristic that is protected under law.

Indirect discrimination: occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment: includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying: may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

DirtArt provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under State and Federal equal opportunity legislation.

Under State legislation they include:

- age
- breastfeeding
- carer status
- disability
- employment activity
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief

- pregnancy
- race
- religious activity /belief
- gender
- sexual orientation

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their Team Leader or the Leadership Team.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

In some cases DirtArt can discriminate on the basis of disability, if:

- the adjustments needed are not reasonable, or
- The person with the disability could not perform the genuine and reasonable requirements of the job even if reasonable adjustments were made.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your Team Leader or Project Manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your Team Leader or Project Manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant Senior Manager within the Leadership Group.

Employees may also lodge a complaint with the Office of the Anti-Discrimination Commissioner, the Australian Human Rights Commission, or take action under the *Fair Work Act 2009*.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene DirtArt EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of Dirt Art EEO policies) then the manager should:
 - act promptly
 - maintain confidentiality
 - pass any notes on to the Project Manager

If an investigation is requested or is appropriate, follow the next procedure.

Procedure: To investigate a complaint

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt.

2. Interview all directly concerned, separately.
3. Interview witnesses, separately.
4. Keep records of interviews and the investigation.
5. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
6. Advise on the potential outcomes of the investigation if the allegations are substantiated.
7. Listen carefully and record details.
8. Ensure confidentiality, minimise disclosure.
9. Decide on appropriate action based on investigation and evidence collected.
10. Check to ensure the action meets the needs of the complainant and Dirt Art.
11. If resolution is not immediately possible, refer the complainant to the Leadership Group.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, the Leadership Group will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- additional training for the perpetrator or all staff, as appropriate
- counselling for the complainant

- an apology (the particulars of such an apology to be agreed between all involved)

Pregnancy at Work

Advising of pregnancy

DirtArt encourages employees to inform their manager of their pregnancy as soon as possible. However, we respect that an employee may not wish to advise us of her pregnancy earlier than the minimum notice period.

We also respect an employee's wishes regarding when it is appropriate to tell colleagues about the pregnancy.

See the Parental Leave Policy about requirements for taking unpaid parental leave, including notice periods.

Harassment during pregnancy

DirtArt is committed to ensuring the safety of pregnant employees and considers harassment, bullying and discrimination to be unacceptable behaviour.

(See also the Equal Employment Opportunity Policy for our general policy and procedure on harassment, bullying and discrimination.)

Safety at work

DirtArt understands pregnancy to be a healthy and normal process and recognises that women have different experiences. When an employee notifies her Project Manager that she is pregnant, the manager will ask the employee to let them know if they experience any changes to their work capacity during the pregnancy. The employee and her manager will then discuss what is needed to keep the employee safe at work and adjustments will be made accordingly where possible.

Options to reduce hours, change of duties, light duties, rotated tasks and provision of additional breaks are common ways to ensure safety at work, and will be considered on a case-by-case basis.

Return to work

If the employee has agreed to contact during leave, then towards the end of the

leave period, the manager should confirm the employee's intention to return on the agreed date. The employee also may want to discuss any requests for flexible work arrangements at this time (see Flexible Working Arrangements Policy).

An employee must provide four weeks notice if they want to extend their leave beyond the return date that was initially advised (see the Parental Leave Policy)

The employee on parental leave has the right to return to the job they held prior to going on leave, including any promotion. If that position no longer exists, the employee will be given whichever other available position is nearest in status and remuneration to the position they held prior to going on leave.

If an employee was placed in a safe work position prior to leave, the employee is entitled to return to the position they held immediately before the safe work position.

If the pre-parental leave position no longer exists, DirtArt will follow its redeployment and redundancy procedures to determine if a suitable alternative position is available.

Flexible Working Arrangements

Employees may request flexible working arrangements based on parental and carer responsibilities. Employees are encouraged to put the request in writing.

To comply with the Equal Opportunity Act, DirtArt will consider this request, and consider all relevant facts and circumstances in deciding whether or not to agree to the request. Such a request will not be refused unless it is reasonable to do so.

Circumstances that may be relevant to determining whether a refusal is or is not reasonable include:

- the nature of the employee's work and parental or carer responsibilities
- the nature and cost of the arrangements required for an employee to fulfil their family or carer responsibilities
- the financial circumstances of the employer
- the size and nature of the workplace and the employer's business
- the effect of the flexible working arrangements on the workplace, including the financial impact on the business
- the consequences for the employer of having the flexible working arrangements
- the consequences for the employee of not having the flexible working arrangements

Other factors that might be relevant in a particular case include:

- when the arrangements are to commence
- how long the arrangements will last
- information that has been provided by the employee about their situation

- the accrued entitlements of the employee, such as personal, carer's or annual leave
- Whether any legal or other constraints affect the feasibility of the employer accommodating the responsibilities, such as occupational health and safety laws or award penalty rates.

In addition, under the National Employment Standards, employees who have at least 12 months continuous service, with responsibility for the care of a child under school age, or for care of a child under 18 with a disability have the right to request flexible working arrangements.

This right applies to all employees including permanent full-time and part-time employees, as well as casual employees, regardless of role of job function.

Employees must put such a request in writing.

DirtArt will provide a written response granting or refusing the request within 21 days and will only refuse such requests on reasonable business grounds. These reasons will be detailed in the written refusal.

Options for flexible work practices

Flexible work options which may be considered by DirtArt include:

- part-time work
- graduated return to work (for employees returning from parental leave), e.g. the employee returns part time and then builds up to full-time work flexible start and finish times for staff to accommodate child care and school pick-up requirements
- flexible rostering such as working split shifts
- job-sharing — where two or more employees share one full-time position, each working on a part-time basis
- work from home
- purchased leave (48/52 leave) — where employees take an additional four weeks leave per year by adjusting their salary to 48 weeks paid over the full

52 weeks

- compressed hours — where the employee works additional daily hours to provide for a shorter working week or fortnight

This is not an exhaustive list, and other options may be agreed.

Employees utilising flexible work practices will be treated no less favourably than any other employee. Flexible working is not a barrier to promotion or supervisory responsibilities.

Leave

General leave policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

Annual leave policy

Each employee is entitled to four weeks annual leave a year (pro-rata for part-time). Leave entitlements are calculated from the date they started work and accrue in accordance with workplace relations legislation or industrial instruments. Annual leave counts towards continuous service (used when calculating long service leave). Applications for annual leave need to be lodged via the Xero-me application at least 2 weeks prior to the requested leave date.

An employee is expected to take accrued annual leave for business close down periods. If insufficient leave is accrued, DirtArt may direct an employee to take unpaid leave.

DirtArt will decide on a case-by-case basis whether it will agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation or any industrial instrument.

In some circumstances, leave in advance of what leave has accrued may be approved. This is conditional on the employee agreeing to the business deducting any advance in the event of termination, or to the employee accepting leave without pay.

Personal (sick) leave policy

An employee is entitled to a minimum of 10 days of personal/carer's leave every 12 months which can all be taken as carer's leave if required. Paid personal leave accrues at the rate of 0.385 days per fortnight of service and is cumulative.

Any absence due to illness, injury or any other reason, and the expected duration of leave must be personally reported (phone) to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. You are also required to notify the Project Manager of the absence immediately via text or phone.

Subsequent to this, you must keep your Team Leader and Project Manager informed of your progress.

Failure to notify your Team Leader and Project Manager of your absence without reasonable cause may result in disciplinary action, including dismissal, and/or the leave being processed as leave without pay.

Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period. This will be required for any period of sick leave of two or more consecutive days. The medical certificate must be presented to the Project Manager via text or email, i.e., photo or scan.

Carer's leave policy

Carer's leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member. It is typically part of personal (sick) leave and is dealt with similarly to above.

Employees including casual employees are entitled to take up to two days unpaid carer's leave for each occasion of family or household member illness or unexpected emergency. An employee cannot take unpaid carer's leave if they could instead take paid carer's leave.

Compassionate leave policy

Compassionate leave is paid leave taken by an employee to spend time with a family member / member of the employee's household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member / member of the employee's household.

Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave may be granted at management discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion.

Long service leave policy

Employees are entitled to long service leave in line with Tasmanian long service leave laws (or per a relevant Award or Agreement).

Parental leave policy

Unpaid parental leave

Employees (including a de facto, same sex partner, or single person) who are expecting a child or adopting a child are eligible for 52 weeks of unpaid parental leave if they are:

- permanent full-time or part-time with at least 12 months service prior to the expected date of birth or adoption placement
- casual with 12 months regular and systemic service who have a reasonable expectation of continuing regular and systematic work

After birth or adoption, the parent with responsibility for the care of the child is entitled to unpaid parental leave. Employees who are pregnant may commence leave up to six weeks before the expected date.

Employees may request to extend their leave by a further 12 months (for a total of 24 months maximum), to be submitted in writing at least four weeks before the end of the original 12 months unpaid parental leave.

Dirt Art will respond in writing within 21 days and may refuse only on

reasonable business grounds. The written response will include details if the request is refused.

Parental Leave types:

Available Parental Leave types at DirtArt include:

- Parental Leave
- Concurrent Leave
- Special Maternity Leave

Parental Leave

If you are the primary caregiver of your child, you can access up to 52 weeks of Parental Leave. Parental leave is unpaid except in the instances where an employee is eligible for Parental Leave Pay in line with legislation. Parental Leave with Pay is described in full in the following section.

Concurrent Leave

Both employees of an employee couple may take leave at the same time for a maximum period of 8 weeks. This leave must be taken within 12 months of the birth or adoption of a child. The concurrent leave may be taken in separate periods. Each period must be no shorter than 2 weeks unless the employer agrees.

Special Maternity Leave

Unpaid Special Maternity Leave is available to pregnant female employees in the case of pregnancy-related illness or if the pregnancy ends within 28 weeks of the expected date of birth. The duration of this leave should be agreed with DirtArt as soon as is practically possible, and any unpaid Special Maternity leave will reduce the amount of Maternity Leave you are entitled to take by the same amount.

Parental Leave Pay

Available Parental Leave Pay types at DirtArt include:

- Primary Caregiver Pay
- Dad and Partner Pay

Please note that DirtArt will only make payments in line with the two types of Parental Leave Pay detailed below. Where relevant, Parental Leave Pay will be paid in line with the standard DirtArt pay cycles.

Primary Caregiver Pay

In line with legislation, eligible employees who are the primary caregiver may be entitled to 18 weeks paid leave, paid at the minimum wage. Please note that a child's primary caregiver is the person who is most meeting the child's physical needs. This will usually be the birth mother of a newborn child or the initial primary caregiver of an adopted child, even if your child is in hospital.

This leave is not in addition to the 52 weeks parental leave mentioned above. Any periods of unpaid and paid Parental leave must not exceed 52 weeks in total.

Employees may take subsequent periods of paid Parental Leave, however, in order to be eligible for this, you must return to work and complete a minimum of 12 months continuous service following your return from any previous paid Parental Leave.

Dad and Partner Pay

If your partner is the primary caregiver of your child, you may be entitled to 2 weeks of Government funded paid Dad and Partner Pay whilst on Concurrent Leave. It is your responsibility to check your entitlement to this payment with the Department of Human Services.

Parental leave for partners

Generally, only the parent with responsibility for the care and welfare of the child is entitled to take unpaid parental leave. However, up to three weeks unpaid parental leave may be taken at the same time by both members of an employee couple, with the period of concurrent leave starting on the day of the birth (unless the manager agrees to other arrangements).

Applying for leave

An employee wishing to take unpaid parental leave must provide written notice at least 10 weeks before starting the leave (or as soon as is practicable) including the intended leave start and end dates.

Leave dates or any changes of dates must be confirmed at least four weeks before the leave starts. The manager will confirm the leave and any affected entitlements such as continuous service in writing.

Adoption

Because DirtArt recognises that the timing of placement for an adopted child may be uncertain, employees should keep their manager informed of any changes to the likely placement date and commencement of leave.

Other Paid leave

Annual leave

If the employee has paid annual leave available, he or she may, in agreement with the manager, take some or all of that leave at the same time as the unpaid parental leave.

Time off for antenatal appointments, adoption interviews or examinations

Personal leave may be available for attendance at medical appointments. Appointment times and the availability of leave should be discussed with the manager.

An employee may take up to two days unpaid pre-adoption leave. Employees must provide notice of the leave including expected leave period as soon as practicable (which may be after the leave has started).

If an employee requires more than two days pre-adoption leave, they should discuss their requirements with their manager.

Leave for pregnancy related illness

If an employee is ill during her pregnancy, she may access her ordinary sick leave entitlements, including any accrued leave.

If an employee experiences extended illness due to pregnancy, she can access unpaid 'special maternity leave' for the period her treating doctor certifies is necessary. Special maternity leave is included in the 52 weeks available unpaid parental leave period.

The employee must make a special maternity leave application as soon as

practicable which details the period of leave required. The manager may request a medical certificate and if so, this must be provided by the employee.

Loss of a child while pregnant

If the pregnancy ends within 28 weeks before the due date without a live birth, the employee may take unpaid 'special maternity leave' for the period her treating doctor certifies is necessary. Unpaid parental leave is not available in this situation, instead special maternity leave applies.

The employee must make a special maternity leave application as soon as practicable, specifying the expected leave period and providing a medical certificate, if this is requested by the manager.

DirtArt will be sensitive to the personal issues associated with this type of leave.

During parental leave

Even though the employee is on leave, they will continue to be protected against discrimination as an employee. See the Equal Employment Opportunity policy.

DirtArt respects that some employees do not want any contact while on leave, and others do. The manager should discuss with the employee what sort of communication the employee would like while on leave, and record this agreement.

While an employee is on unpaid parental leave, DirtArt will ensure that the employee is considered and kept informed of significant changes that may occur in the business.

Where a decision will have a significant effect on the status, pay or location of the pre-parental leave position, DirtArt will take all reasonable steps to inform the employee and discuss the effect of the decision. During any restructures, employees on parental leave will be treated no less favourably than other employees and will be kept informed of the process.

If an employee has applied for less than 52 weeks unpaid parental leave, they can extend the period of leave once to take the total leave up to a maximum of 52 weeks. The employee must give at least four weeks notice prior to the end date of the original leave period. A period of unpaid parental leave may be reduced by agreement between DirtArt and the employee.

An employee can resign while on parental leave but they must give the required two weeks notice of resignation.

Employees should not undertake any activity during leave which is inconsistent with the employment contract, including other employment and they should remain responsible for the care of the child.

The employee's position may be filled on a temporary basis while they are on leave. DirtArt will notify the replacement employee that their employment in this role is temporary and that the pregnant employee has the right to return to the position.

Time in lieu (TOIL) policy

DirtArt believes that overtime work can be avoided through efficient work practices. However, DirtArt may grant time in lieu (TOIL) to an employee who is required to work outside their normal hours in extenuating circumstances. Time worked towards time in lieu must be approved in advance PRIOR to the hours being worked unless exceptional circumstances exist, in which case management will consider granting approval after the time is worked. This will be on a case by case basis.

Time in lieu will be added to the employee's annual leave. DirtArt will record TOIL credits and debits. Generally, employee should take TOIL in the same financial year within which they accrue it. The Team Leader or Project Manager must approve TOIL leave. An employee cannot accrue more than 40 hours of TOIL.

Leave without pay policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Jury duty policy

An employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance and the amount the court has paid them. DirtArt will reimburse the employee the difference between this amount and their base salary.

If an employee is absent because of jury service of more than 10 days in total, the employer is only required to pay the employee for the first ten days of absence.

Performance Management and Improvement

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers at least annually, however performance management will be undertaken continuously.

Procedure

1. The manager and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
2. The manager and employee will meet and openly and constructively discuss performance over the period.
3. The manager and the employee will agree any objectives and outcomes for the next appraisal period.
4. Training and development will be considered as part of the process.
5. Notes should be taken of the meeting and copies kept.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise; and vice versa management may raise issues with employees as they arise.

Performance Improvement

Policy

Where warranted DirtArt will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, DirtArt may decide to end an employee's employment. Depending on the circumstances, performance improvement action

may include verbal or written warnings, counselling or retraining.

DirtArt requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, DirtArt will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure, or engages in misconduct, DirtArt may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be counselled and given the opportunity to reach the standards expected of them. DirtArt will give an employee the opportunity to defend themselves before management takes further action. DirtArt will only refuse such requests on reasonable business grounds.

Procedure

1. DirtArt will advise the employee of any shortfall in their performance, and give them an opportunity to respond.
2. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. DirtArt will provide support such as training where appropriate.
3. If the employee is given a verbal warning, the manager should make a note of it, date it and sign it.
4. The manager will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.
5. The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person present at such meetings.
6. The manager will decide if more action is needed.
7. If a written warning is to follow, the manager is to:

- document it and give the employee a copy
- give the employee the opportunity (and their support person the opportunity) to sign the warning
- keep a copy on file

8. The warning must clearly define:

- the deficiency
- a clear explanation of the expected standard
- by when the employee needs to achieve it
- how the business will help the employee achieve the improvement required
- consequences of failing to improve

9. The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy on the employee's personnel file. This should include date, location and time of discussion.

10. They will continue to support the employee and note the support they give, for example, training or counselling.

11. If the employee's performance or conduct doesn't improve, the manager will give the employee a final written warning and follow steps 4–10 above. This document needs to warn the employee in clear terms **DirtArt** will terminate their employment if there is not enough improvement, and a sustained improvement in, their performance.

Note: some circumstances justify going straight to a second or final warning.

Gross or serious misconduct policy

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). The Leadership Team will seek advice before taking this step.

Procedure

1. The manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the employee's response and circumstances.
3. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the employee.
4. The manager should keep a file of all evidence collected and action taken in these circumstances.
5. DirtArt will send the employee a letter of termination noting brief details.

Grievance complaints

Policy

DirtArt supports the right of every employee to lodge a grievance with their manager if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, DirtArt will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

The Leadership Team will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Procedure

1. The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance / complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.

Conflict of Interest

Policy

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of DirtArt.

All employees are required to act in good faith towards DirtArt. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of DirtArt.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with DirtArt. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of DirtArt and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of DirtArt will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of DirtArt.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by DirtArt to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by DirtArt to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, DirtArt will review the potential areas of conflict with the employee and mutually agree on practical arrangements to

resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with DirtArt to the Leadership Team. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at DirtArt. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with DirtArt using knowledge and/or materials gained during the course of employment with DirtArt, nor for a period of six (6) months following completion of employment with DirtArt.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with DirtArt, in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property & Security

All intellectual property developed by employees during their employment with DirtArt, including discoveries or inventions made in the performance of their duties related in any way to the business of DirtArt, will remain the property of DirtArt.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of DirtArt.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of DirtArt; or
- authorise or be involved in the improper use or disclosure of confidential information;
- During or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to DirtArt and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards DirtArt and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and DirtArt may also pursue monetary damages or other remedies.

Environmental Best Practice

DirtArt is committed to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of our employees and business partners in ensuring our organisational practices are conducted with minimal environmental impact.

Policy

DirtArt will comply with all local, state and federal laws and regulations and will endeavour to minimise impacts on the following on:

- Atmospheric emissions
- Site contamination and spills
- Noise Emission and Vibration impacts
- Damage to flora and fauna
- Storm water management
- Unnecessary energy consumption

Procedure

To fulfil this commitment, DirtArt, will observe all environment laws and promote environmental awareness among all staff and contractors, to increase understanding of environmental matters.

DirtArt will actively take part in the following:

- Assess Eco-footprint to identify environmental impacts and move towards more sustainable practices
- Identify waste streams and options for effective waste management
- Improve purchasing (buy recycled materials, reduce waste, use less harmful/volatile chemicals)

- Improve storage (reduce quantity, waste and spills, reduce odours by keeping containers closed)
- Conserve energy (Eco-friendly lights, turn lights off, emergency efficient equipment, greener fuel sources-such as LPG and methane)
- Conserve water (install water saving accessories, repair leaks)
- Preserve water ways (clearly mark and protect storm water drains)
- Emergency planning and spill response
- Seek appropriate licenses/permits from State Environmental Protection Agencies and other relevant Authorities
- Improve education/awareness
- Notify relevant authority in the event of a major environmental impact.

In addition DirtArt will prepare, and abide by, a project specific Environmental Management Plan for all major construction projects.

DirtArt - Policies and Declaration

You must read all the policies contained in this document and listed below.

Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of DirtArt.

Please read each of the policies listed in the contents page . Your signature in the Employee Declaration below indicates that you are aware of the rules and responsibilities you have whilst employed by DirtArt.

By completing the induction process on the staff portal you are demonstrating and understanding of this document and by signing your contract you are aware you are bound to the requirements set out in this document.