



ONRUSH ENGINEERING PTY LTD

Employee Handbook

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Contents

1. Welcome
2. Background and Culture
3. Strategic Intent
4. Code of Conduct
5. Alcohol and Drugs
6. Employers Responsibilities
7. Employees Responsibilities
8. Work Health & Safety
9. Hours of Work
10. Workplace PPE & Illness
11. Leave Procedure
12. Company Vehicle & Machinery
13. Smoking
14. Information Technology (IT)
15. Electronic Communication
16. Bullying & Harassment
17. Disciplinary & Grievance
18. Role & Responsibilities
19. Training & Upskill
20. Confidentiality
21. Company Details

Notice:

Onrush Engineering Pty Ltd herein shall be known within this document as ORE

Amendments / Changes as at 1/12/2024

- **Item 10, Illness has been removed**
Item 22 replaced with Employee Illness & fit for work
Item 23 added with Employee Handbook

1. Welcome

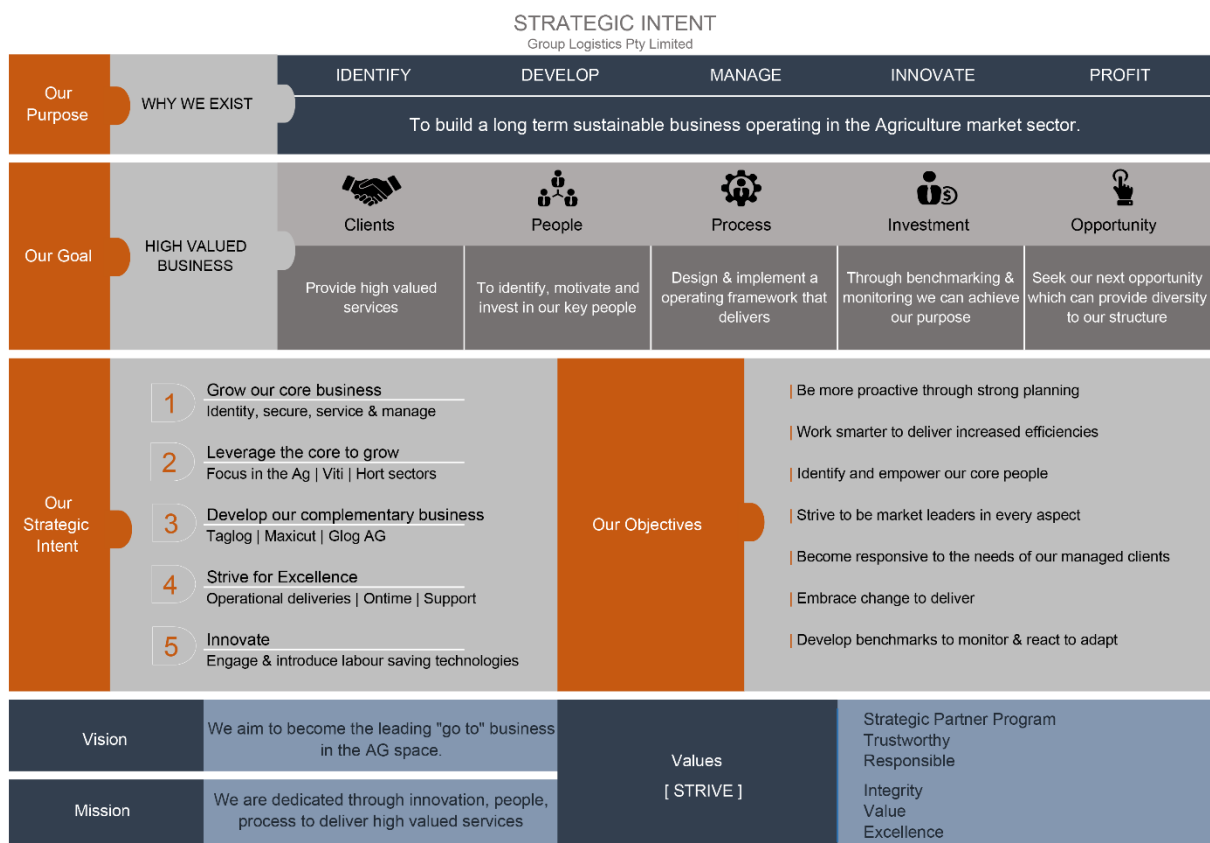
Welcome to Onrush Engineering Pty Ltd (ORE) which is a member of a group of companies including Taglog Australia, Maxicut, Blend Global and Group Logistics, these companies provide the framework, diversity, and governance for our business to succeed in a competitive landscape. If you have received this Employee Handbook, then you are a part of a collective group of skilled and talented individuals employed by a diverse business, called Onrush Holdings Pty Ltd.

2. Background and Culture

One of our primary businesses is designing, manufacturing and installing bushfire spray mitigation systems on assets, both personal and public, but not limited to.

We have a clear management mandate towards our business culture and that is to lead by example, being inclusive, accept gender equality, promote employee interaction and encourage friendly working environment that achieves quality standards, in the most productive and efficient way.

3. Our Strategic Intent



4. Code of Conduct

The ORE Code of conduct requires that all employees must;

- behave honestly, ethically and with integrity in connection with ORE employment.
- act with care and diligence in connection with ORE employment.
- when acting in connection with ORE employment, treat everyone with respect and courtesy, and without harassment.
- when acting in connection with ORE employment, comply with all State & Federal laws.
- comply with any lawful and reasonable direction given by someone in ORE who has authority to give the direction.
- maintain appropriate confidentiality about dealings that the employee has with any member of staff.
- take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's ORE employment.
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's ORE employment.
- not to improperly use inside information or the employee's duties, status, power, or authority:
 1. to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 2. to cause, or to seek to cause, detriment to the employee's or any other person.
- at all times behave in a way that upholds the ORE Values and Employment Principles, and the integrity and good reputation.

5. Alcohol & Drugs

- ORE is committed to ensuring that the safety and wellbeing of every employees and the quality of ORE work that it undertakes. We will not be compromised by the presence of people under the influence of alcohol or drugs in the workplace.
ORE is within its rights to conduct a random alcohol and or drug test at any time during the working hours as outlined in Item 9 of this Handbook. Should the employee fail this random test, then ORE will terminate the employee effective immediately.

ORE does not and will not condone any of the following, but not limited to

- The use, sale or possession of any illegal/prohibited substance or alcohol at the workplace or a work-related event
- The presence of employees adversely affected by alcohol and or drugs at the workplace or work-related event, or the consumption of alcohol at the workplace or at a work-related event without express management permission.
- ORE acknowledges that alcohol may be consumed at some activities involving employees including ORE initiated activities. When attending a function as a representative of ORE, employees are expected to conduct themselves responsibly within the bounds of ORE policies. If employees choose to consume alcohol they must do so responsibly and arrange for safe transportation to their place of residence. Alcohol is not to be consumed on company premises unless approved by the General Manager or their nominee.
- Any employee found in breach of any alcohol and or drug infringement, shall be counselled by ORE General Manager or their nominee. If the infringement is deemed extreme by the courts, then ORE shall view this as bringing the company into disrepute and may stand the employee down without pay until such time as the court's ruling is handed down. If the employee is found guilty of a alcohol and or drug infringement and has their licence revoked and or suspended, then ORE is within its right to deploy the employee into a position that may be less suited to their skills.

- If an employee is found in breach of any alcohol and or drug infringement whilst driving any company vehicle or machinery, shall be stood down without pay or have their employment terminated with ORE.

6. Employers Responsibilities

ORE as the employer has a duty of care over all its employees when they are in the workplace. ORE will induct and train all employees to ensure that they are able to work safely. ORE will also provide all employees with adequate supervision.

ORE will also provide employees with:

- a safe workplace
- properly maintained plant, equipment, and structures
- safe systems of work
- instruction on the safe use and handling of plant, equipment, and substances
- all information, training, and instruction required to do the job or task safely
- adequate supervision

7. Employee Responsibilities

ORE will provide all employees with training and an induction into the workplace. It is the employee's responsibility to pay attention to the instructions being given.

ORE have policies and procedures in place in relation to health and safety issues which all employees must read and follow.

Employees must take care of their own safety as well as the safety of others.

Employees will never be forced to do anything that is unsafe. If an employee becomes aware of an unsafe situation, stop the work, and report it to a manager immediately.

Employees have a duty to:

- obey all reasonable instructions given to them by their manager or supervisor
- follow the safe procedures for doing their job or task
- use any equipment (including personal protective equipment) safely and correctly
- not put themselves or their co-workers at risk
- report hazards, incidents or near misses
- work with their employer and co-workers to improve work health and safety at their workplace.

It is better that an employee asks a question or request further instruction than risk serious injury. If an employee experiences discrimination or harassment, or are being bullied at work, then they must report it to their supervisor or manager. If an employee feels that they cannot report it to ORE management, then they are within their rights to contact Fair Work Commission on 1300 799 675 for information and assistance.

8. Work Health and Safety Policy

ORE firmly believes that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility. The safety of the public is given equal priority to that of our workers.

The objectives of ORE policies is to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve employees and subcontractors in the decision-making process through regular communication and consultation
- ensure employees and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance employees' WHS knowledge through a program of education and training.

The success of ORE WHS management depends on:

- the commitment of all persons to achieving the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

9. Hours of Work

For vineyard operators, ordinary hours of work for a day worker are an average of 38 hours per week. Between the hours of 6.00am and 6.00pm Monday to Friday and 8.00am and 6.00pm Saturday to Sunday. For the period of vintage, the ordinary hours of work for an employee rostered to perform work in the vineyard are to be worked continuously, except for meal breaks, between the hours of 5.00 am and 6.00 pm Monday to Saturday. ("vintage" means a period not exceeding six months between the months of November and June inclusive that starts on the date when the harvest of wine grapes begins at a particular site (vineyard) and ends on the date the last wine grapes are harvested at that site).

For office workers, ordinary hours of work are between 9.00am and 5.00pm Monday to Friday, and or a period of time which is approved by management.

For Workshop workers, ordinary hours of work are between the hours of 6.00am and 6.00pm Monday to Friday and 8.00am and 6.00pm Saturday to Sunday.

10. Workplace PPE

ORE will issue the necessary Personal protection equipment (PPE) for all employees to ensure they can undertake the required task/job in a safe manner. It is the responsibility of the employee to wear appropriate clothing, footwear, headwear, and hand coverage to undertake the work allocated.

11. Annual Leave process

Should the employee seek to have annual leave, then an Employee Application for Leave Form (EALF) shall be completed and submitted to the office for management approval. All EALF shall be submitted a minimum of 2 weeks prior to the annual leave required. No employee shall be permitted to have annual leave without a completed and approved EALF. This form can be found on the Teams communication online platform. If you are unable to locate it, please refer to your line manager.

12. Company Vehicle and or Machinery

Employees are only allowed to drive a company vehicle and or machinery if they:

- Have an appropriate and valid driver's license
- Have a clean driving record for at least 2 years. This means they must not have been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).

And shall not be permitted to

- Smoke inside of a company vehicle
- Lease, sell or lend a company vehicle
- Violate distracted state laws by using a phone or texting while driving.
- Use a company vehicle to teach someone how to drive.
- Leave the company vehicle unlocked, unattended or parked in dangerous areas.
- Allow unauthorised people to drive a company car unless an emergency mandates it.

It is the responsibility of the employee entrusted to use an ORE vehicle and or machinery to ensure that it is always kept in clean and tidy and as such it should be returned in a manner. It is a responsibility of all employees who use an ORE vehicle and or machinery which is damaged and or in an accident to report this immediately and directly to the General Manager and or their nominee.

ORE takes any or all accidents and or damage to all vehicles and or machinery seriously, as it focuses to protect the health and safety of all its employees. Failure to report any accident and or damage immediately may result in disciplinary action.

13. Smoking

ORE office, workshop and vineyards are considered smoke free. There is no legal obligation to provide designated smoking areas in our organisation. Smoking is not permitted in or on any company vehicle, tractor, or machinery.

Due to geographic location and the nature of our business, we operate in some of the most fire sensitive areas in Australia, and as such on days or periods of time where there is a Total Fire Ban, then smoking shall not be permitted on any vineyard/s that we operate on. Should an employee breach this strict company policy, then the employee may have their employment terminated with ORE.

14. Information Technology (IT)

Employees may be expected to use the Internet from time to time and as such should use it responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role. All Internet data that is composed, transmitted and/or received by ORE computer systems is considered to belong to ORE and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the Internet are the property of ORE and as such reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections. E-mails sent via the company e-mail system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. All sites and downloads may be monitored and/or blocked by ORE if they are deemed to be harmful and/or not productive to business. The installation of software such as instant messaging, peer-to-peer (P2P) technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent, or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via ORE e-mail service
- Using computers to perpetrate any form of fraud, and/or software, film, or music piracy
- Stealing, using, or disclosing someone else's password without authorisation
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorisation
- Sharing confidential material, trade secrets, or proprietary information outside of the organisation
- Hacking into unauthorised websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardising the security of the organisation's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organisation

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her manager for further guidance and clarification.

15. Electronic Communication

If an employee is allocated a mobile phone, iPad, computer and accessories to these devices as a part of their job requirement, it is then the responsibility of the employee to ensure that these items are kept clean and operational at all times. Any loss or damage of any item shall be the responsibility of the employee. No third-party applications are permitted to be added, downloaded, or used on any device without prior approval by management.

16. Bully & Harassment

ORE continually strives to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination, and workplace bullying. ORE is committed to ensure that harassment, discrimination, and workplace bullying does not occur but, in the event it does, appropriate action is taken quickly. ORE commits itself to educating employees as to the nature and effects of harassment, discrimination, and workplace, and to providing the necessary resources to inform them of the contents of our policies. Employees ORE must not engage in harassing, discriminatory or bullying behaviour towards another employee; or a member of the public with whom they have contact in the course of their employment. ORE does not tolerate such behaviour and may take disciplinary action up to and including dismissal against any employee who:

- participates in harassing, discriminatory, or bullying behaviour
- victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination, or workplace bullying.
- does not comply with ORE policies and procedures.
- does not treat others in a professional, courteous, respectful, and fair way

Any employee who experiences workplace bullying or harassment should seek to make management aware for the incident/s as soon as these occur, without any retribution.

17. Disciplinary and Grievance Procedure

In managing and resolving complaints/grievances the following principles will be appropriately applied, taking into account the nature of the complaint/grievance:

- Where possible complaints/grievances should be resolved informally and locally.
- Negotiation and conciliation are the guiding principles to be applied by all parties when attempting to resolve complaints/grievances.
- This procedure emphasises a collaborative approach to grievance and complaint resolution through informal procedures and mediation that are designed to lead to a prompt and fair resolution of difficult problems
- At any stage during the workplace complaint/grievance, the complainant/s and/or the respondent/s may nominate a Representative to accompany and support them
- Complaints/grievances will be treated seriously
- Complaints/grievances should be dealt with within a reasonable timeframe
- Neither party should be subject to victimisation
- Support will be available to all parties to the complaint/grievance
- Appropriate communication should occur throughout the process
- Appropriate documentation will be maintained
- Confidentiality must be maintained; and
- Principles of natural justice will guide the application of this procedure

18. Roles and Responsibilities

Every employee is responsible for their behaviour and actions at all times, understanding and complying with all ORE policies and promptly informing their manager if they believe there is a policy breach, and seeking advice from that manager before undertaking an action or activity that may be contrary to ORE policy.

All managers are responsible for monitoring compliance with this policy by members of their team, notifying if there is an emerging concern about compliance and ensuring that each member of their team understands this policy.

19. Training and Upskill

ORE believes in investing in all employees which can further advance their skill and or knowledge to confidently complete the job and or task. This maybe but not limited to Medium Rigid licence (MR), Heavy Rigid licence (HR), Heavy Combination licence (HC) Forklift licence. ORE will commit to paying for the employee to attain these licences.

However, should the employee choose to leave at a period of time up to 36 months from attaining the licence either by choice or by termination, then ORE reserves the right to recover monies paid to attain these licence/s. The recovery shall be determined on a total amount amortised over the working months pro-rata basis from the date the licence has been attained. ORE shall be within its right to withhold this amount from the final employees' wage. Should the amount be larger than the wage, then ORE shall invoice the employee on a COD basis.

20. Confidentiality

The relationship between ORE and all employees is an arrangement that is founded on trust. All employees undertake a position with ORE which from time to time maybe exposed to sensitive information relative to the workings of the business. This information is considered confidential about the business and its workings and as such it is the duty of the employee to not divulge this information to any person/s business or entity outside ORE.

If it is found that the employee did divulge such information that should cause disruption to ORE in any form, then ORE may seek civil proceedings against the employee.

21. Company Credit Cards and Fuel Cards

ORE may issue an employee a company NAB Credit Card or Fuel Card for the necessity of ensuring the purchase of items relative to the needs of the job and or task required to ensure the continuity. Reference should be sought to understand the employee's responsibilities by reading and understanding the following policies PP9.02 "Employee Issued Company Credit Card" and PP9.03 "Fuel Card"

Should an employee be found to have breached PP9.02 and or PP9.03, depending on the severity, it may mean termination of their employment with ORE.

22. Employee Illness & fit for work

It is the responsibility of the employee to ensure they are fully fit to work, this means that should the employee develop an illness that restricts their ability to work, then they shall be required to be absent from ORE until such time as they are fit for work. A doctor's certificate is mandatory for all days sick and is required to be submitted via the online Team communication portal. If an employee is unable to provide a sick certificate, then ORE will accept a Statutory declaration.

23. Employee Handbook

This employee handbook is written to ensure all employees understand their responsibilities towards their position within the ORE organisation. At any time, an employee is unsure of the action, task, job and or instruction to satisfactorily fulfil their requirement, then they should undertake the necessary means to engage their immediate manager to seek clarity.

24. Company Details

- Company Name Onrush Engineering Pty Ltd
- ABN 26 656 555 58
- Address 18 Quarry Road, Woodside SA 5244
- Telephone (08) 8390 0200

- Managing Director Charles Rosback 0417 067 702
- Group CEO/HR Mark Snelgrove 0477 014 531

Workshop

- Workshop Site 295 Maidment Road, Lobethal SA 5244

Website cribb.com.au

25. Acknowledgement

I have read the employee handbook and understand the content

This employee handbook replaces all other copies, versions in circulation and shall be adopted by the company and its employees as the accepted document.

Date: 1/12/2024

Endorsed by Group CEO, Mark Snelgrove

