CP.POL7 CODE OF CONDUCT

Cambridge Steel Fabricators and Engineers (CSFE) is a leading provider of structural steel construction in the Central North Island of New Zealand. Our mission is to deliver hassle-free, high-quality steel construction solutions while upholding the highest standards of safety, integrity, and professionalism

CSFE's Code of Conduct applies to everyone working for or on behalf of the company – employees at all levels, contractors, subcontractors, directors, and any third parties representing CSF. Adhering to this Code is essential to maintain a safe, positive, and accountable workplace where we uphold the law and protect the company's reputation. In short, every individual is responsible for following these standards in all business activities. By doing so, we ensure trust and respect amongst team members and with our clients. Managers are expected to lead by example in enforcing the Code, and failure to follow the Code is taken seriously.

OUR VALUES

CSFE is guided by five core values that define who we are and how we operate. These core values are the foundation of our culture and decision-making:

These five values – Reliability, Integrity, Pride, Profitability, and Safety – are the cornerstone of everything we do at CSFE. Every policy and decision should align with these values.

In addition to our core values, we have "Rules of the Game" – key behavior principles that everyone is expected to follow every day. These rules translate our values into concrete actions and describe how we work together. Every CSF team member should know and live by these commitments

- We put safety first. (Never compromise on safety procedures; look out for each other's wellbeing.)
- We turn up ready to perform. (Be on time, prepared, and focused each day.)
- We think about the next person down the line. (Consider how your work affects others; set others up for success.)
- We take pride in everything we do. (Aim for quality and excellence in your work; our reputation rests on every job.)
- We avoid surprises. (Communicate proactively – no last-minute bad news; be transparent and honest.)
- We don't hide from tough conversations. (Address issues directly and respectfully; give and receive constructive feedback.)
- We do what we say we will do. (Keep your promises and meet your commitments; be accountable.)
- We work to exceed expectations. (Go the extra mile to deliver great results, not just the bare minimum.)
- We recognise and celebrate success. (Acknowledge achievements, both big and small; show appreciation to colleagues.)

- We value people. (Respect everyone – colleagues, clients, partners; teamwork and respect are non-negotiable.)

These Rules of the Game are prominently displayed in our workplace and discussed in meetings. They serve as daily reminders of the behaviors that make our team strong. By following the Rules, we put our values into action and maintain a high-performing, positive culture. Every employee is empowered to remind others of these rules and is equally obliged to uphold them.

INCLUSION AND DIVERSITY

We are committed to fostering an inclusive, fair, and respectful work environment for everyone. Discrimination, harassment, or bullying are not tolerated under any circumstances. Every CSFE team member is expected to:

- Treat others with dignity and respect. Maintain professionalism and courtesy in all interactions. Any form of discriminatory, offensive, or abusive language or behavior is prohibited.
- Promote inclusion and teamwork. Encourage input from people of diverse backgrounds and perspectives, and support colleagues regardless of differences. Be aware of unconscious biases and challenge them. Embrace teamwork and ensure everyone has the opportunity to contribute.
- Speak up and support each other. If you witness or experience harassment or unfair treatment, report it or address it. We all share the responsibility to call out inappropriate behavior. Cambridge Steel Fab will protect employees who raise concerns and will take prompt action to investigate and resolve any issues.

CSFE will not tolerate any behaviours or language that could be deemed to be discriminatory, abusive, offensive or unwelcome.

CONFLICTS OF INTEREST

All personnel must act in the best interests of CSFE and avoid situations where personal interests might conflict with company interests. Even the appearance of a conflict of interest can be harmful. Do not let personal, financial, or family interests influence your professional decisions. If you find yourself in a situation that might be a conflict (or could be seen as one), disclose it to management immediately so it can be properly managed. Being transparent is critical to maintaining trust.

- Situations to be careful about include
- Working for or having a significant financial stake in competitors, clients, or suppliers of CSF without permission
- Receiving gifts, payments, or personal benefits from companies that do business with us (beyond nominal tokens of appreciation).
- Favoritism toward family or friends in hiring, contracting, or business decisions.
- Outside employment or side activities that impair your job performance or otherwise interfere with your responsibilities at CSF.

If you're unsure whether something is a conflict, seek guidance. Remember that our integrity is paramount – always put CSFE's interests first in your work decisions, and excuse yourself from decisions where you cannot remain objective. Undisclosed conflicts or failing to act in the company's interest can lead to disciplinary action.

ANTI-BRIBERY AND CORRUPTION

CSFE has a zero-tolerance policy for bribery and corruption. We strictly follow all anti-corruption laws and expect every employee to uphold the highest ethical standards. In practice:

- No Bribes or Kickbacks: Never offer, give, solicit, or accept any bribe, kickback, or improper payment – whether to/from a public official or business partner. This includes money, gifts, favors, hospitality, or anything of value given with the intent of influencing business decisions. If it can't pass the transparency test (being openly known), don't do it.
- Transparency and Compliance: All business transactions must be transparent and accurately recorded. Do not hide or mislabel payments. Follow our financial controls so that funds cannot be used corruptly. Perform due diligence on partners and suppliers to ensure they also uphold anti-bribery standards. If you suspect corruption or pressure to engage in unethical dealings, report it immediately.
- Culture of Honesty: Every employee should promote a culture of honesty and compliance. Report any bribery concerns (see Whistle-blower Mechanism below) and refuse any direction that involves unethical conduct. Remember, even attempting to bribe or ignoring a bribe is a serious offense. By insisting on integrity in all deals, we protect our reputation and legal standing.

In short, bribery and corruption have no place at CSF. We succeed based on quality and fairness, never through unethical practices.

WHISTLE-BLOWER MECHANISM

We encourage all team members to speak up if they see something wrong. If you become aware of misconduct, illegal or unethical behavior, or any violation of this Code, you should report it so it can be addressed. CSFE's Whistle-blower Policy provides safe, confidential ways to do this and protects anyone who comes forward in good faith.

- Reports can be made through to the CSFE Business Manager. Reports will be kept as confidential as possible and only shared with those necessary to investigate and resolve the issue.
- Team members who report issues or participate in investigations are protected from retaliation. The company will not tolerate any form of punishment, harassment, or unfair treatment for whistle-blowers. Retaliation is itself a serious breach of this Code. This means you can and should raise concerns without fear – we want problems solved, not hidden.
- When reporting, you should have reasonable grounds to believe the information is true. (Malicious or knowingly false reports are not acceptable.) However, if you raise a concern in good faith and it turns out to be mistaken, you will still be protected. It is always better to report suspicions than to ignore potential problems.
- CSFE will investigate all credible reports impartially and take appropriate action. This could range from internal disciplinary action to notifying authorities, depending on the findings. You may receive feedback on the outcome if you reported the issue (when appropriate). Our commitment is to handle all concerns with integrity and thoroughness, consistent with our values.

Remember, maintaining an ethical workplace is everyone's responsibility. If you see something, say something. Speaking up early can prevent minor issues from becoming major problems, and it reinforces our culture of integrity and accountability.

CONFIDENTIALITY

CSFE respects the privacy and confidentiality of all client and employee information.

Our business is built on trust. Our clients, partners and employees trust us with their sensitive information. We treat sensitive information with confidentiality and take appropriate, prudent, and careful security measures to protect confidential information and records of which we are stewards, not only against malevolent acts, but also to avoid inadvertent inappropriate disclosure.

COMMUNITY ENGAGEMENT

CSFE strives to be not only a leader in our industry but also a responsible, active member of our community. We expect our employees to reflect this commitment through ethical conduct in all community and industry interactions:

- **Industry Involvement:** Conduct yourself with professionalism and integrity in the broader structural steel and construction industry. We collaborate with peers, suppliers, and trade organizations (like Steel Construction New Zealand and the Sustainable Steel Council) to improve standards and practices. Even when dealing with competitors, we act fairly and uphold our reputation for honesty and quality.
- **Local Community Support:** Be a good neighbour**.** We participate in and support local community initiatives, charities, and events, especially those aligned with our values and business. When CSFE engages in community or sponsorship activities, we do so transparently and for the right reasons – to give back and make a positive impact, not for any improper advantage.
- **Ethical and Safe Engagement:** All community and public activities you undertake on behalf of the company should meet the same ethical and safety standards we apply at work. This includes environmental responsibility – minimizing negative impacts on the environment and promoting sustainability in our operations and community projects. Whether it's volunteering or a project in a neighborhood, follow through on our commitments, act safely, and show respect to community members.
- **Representation:** When you represent CSFE externally (at conferences, volunteering, school visits, etc.), remember you are an ambassador of our brand. Present yourself in line with our values. If you are speaking publicly or engaging online about work-related matters, ensure your statements are truthful and do not inadvertently share confidential information.

By engaging positively with the community and industry, we build goodwill and reinforce Pride in our company. We succeed together with our community – maintaining an ethical presence outside our office and workshop is part of sustaining our long-term success and reputation.

BREACH OF THIS POLICY

Upholding this Code is mandatory**.** CSFE will treat any violations of the Code of Conduct seriously.

Confirmed violations will result in appropriate disciplinary action. Consequences can range from coaching and warnings for minor first-time issues, up to termination of employment or contract for serious or repeat offenses. Serious legal violations (e.g., theft, corruption) may also be reported to law enforcement. Our response will be proportional to the severity of the breach and consistent with employment law and our company policies.

Need guidance or have questions?

If anything in this Code is unclear, or if you are faced with a situation not explicitly covered, reach out to your manager or Business Manager for advice. It's always better to ask questions than to risk a misstep. We are all working together to uphold these principles and make CSFE a company we are proud to be a part of.

ACKNOWLEDGEMENT

All employees, contractors, and directors are required to acknowledge and sign that they have read and understood the Code of Conduct. By doing so, you affirm your commitment to abide by these standards. Even without a signature, by working at CSFE you are expected to follow this Code. Always remember that integrity and accountability are core to our success – breaches hurt all of us, so we must hold ourselves and each other to the highest standard.

I _____ have read, understood and agree to be bound by the above policy conditions.

Signature:

CP-01 ENVIRONMENTAL POLICY

Cambridge Steel Fabricators & Engineers Ltd (CSFE) is committed to protecting the local and global environment of our planet and preventing pollution. Our environmental policy aligns with our broader sustainability goals and reinforces our dedication to responsible business practices. By integrating environmental considerations into our operations, we aim to contribute positively to the well-being of our planet and future generations.

RESOURCE EFFICIENCY AND CONSERVATION

- Minimise our waste and then reuse or recycle as much of it as possible.
- As far as possible, purchase products and services that do the least damage to the environment.
- Consider the wider impact of all our activities including those of our suppliers, customers, and other stakeholders.

EMISSION REDUCTION

- Invest in cleaner energy sources where possible.

WASTE MANAGEMENT AND REDUCTION

- Dispose of all waste products in accordance with local and regulatory bodies.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.

COMPLIANCE

- Meet and exceed all government and local body requirements.
- Promptly correct any practice or condition not in compliance with this policy.
- Comply with our client's environmental policies where applicable.

POLLUTION PREVENTION

- Conserve natural resources by adopting pollution prevention practices. E.g. extending the life of equipment through preventive maintenance, replacement of leased motor vehicles every 5 years.

CONTINUOUS IMPROVEMENT

- Identify and implement ways to improve the efficiency with which we use resources including water, energy, packaging, and chemicals.
- Strive to continually improve CSFE Ltd Environmental Management System (EMS).
- To include the consideration of environmental issues in all business strategies and initiatives.

STAKEHOLDER ENGAGEMENT

- The company is committed to continual improvement of environmental performance. This policy will be communicated to all staff, contractors and suppliers and be available to the public through selected media.

APPROVAL

Hayden Burke 

Date 22nd October 2024

Managing Director

CP-02 SUSTAINABILITY POLICY

Cambridge Steel Fabricators & Engineers Ltd (CSFE) is committed to operate our business in a manner that balances environmental, social and economic sustainability. We recognise the importance of minimizing our environmental impact, fostering a positive relationship with our communities and contributing to the well-being of our employees. This sustainability policy outlines our key commitments and strategies in achieving these goals.

NATURAL CAPITAL

- **Resource efficiency:** we strive to minimise our consumption of natural resources, such as energy and water, by implementing efficient processes, adopting advanced technologies, and continuously improving our operational business.
- **Waste reduction:** we are dedicated to reducing waster generating through responsible material management, recycling initiatives and waste reduction programs in collaboration with our suppliers, customers and partners.
- **Emission reduction:** we commit to lowering our greenhouse gas emissions by investing in cleaner energy sources.

HUMAN CAPITAL

- **Employee well-being:** we prioritise the health and safety of our employees by providing a safe working environment, offering regular training and encouraging open communication to foster a culture of care and respect.

SOCIAL CAPITAL

- **Diversity and inclusion:** we are dedicated to creating a diverse and inclusive workplace that values individuals from all backgrounds and we will continually strive to promote equality and opportunities for all employees.
- **Community engagement:** we seek to build strong relationships with the communities in which we operate, participating in community initiatives, supporting local organisations and addressing concerns through open dialogue. Where possible we buy locally sourced and made products to support New Zealand business.

FINANCIAL CAPITAL

- **Long-term value:** we will focus on the long-term sustainability of our business, making strategic investments, and adapting to changing market dynamics.
- **Innovation:** we encourage innovation and research to develop cutting-edge fabrication techniques that enhance efficiency, reduce waste and improve the environmental impact of our products.
- **Supply Chain collaboration:** we work closely with our suppliers and partners to promote responsible sourcing, ethical practices and sustainable solutions throughout our supply chain.

We want to encourage change and make a difference to the world we live in. We believe our people will help with this change. They have families and want the best for their children. By taking them on our journey, we will educate and foster a new commitment to making this planet healthier and a place to be produce of. This policy will be communicated to all staff, contractors and suppliers and be available to the public through selected media.

APPROVAL

Hayden Burke

Managing Director

Date: 22nd October 2024

CP.POL03 QUALITY ASSURANCE POLICY

SCOPE

Cambridge Steel Fabricators and Engineers is committed to delivering the highest quality structural steel products and services that meet or exceed our customers' expectations. In alignment with AS/NZS 5131, our Quality Policy focuses on ensuring the integrity, reliability, and safety of all our structural steel products through meticulous planning, rigorous quality control, and continuous improvement.

COMMITMENT TO STANDARDS

We comply with the requirements of AS/NZS 5131 and other relevant standards. Our quality management system ensures consistent application of these standards across all our operations.

QUALITY OBJECTIVES

1. Customer Satisfaction: Understand and meet customers' needs and expectations.
2. Compliance: Ensure that all products comply with AS/NZS 5131 and relevant standards and regulations.
3. Continuous Improvement: Regularly review and enhance our quality management system.
4. Employee Involvement: Promote quality awareness and responsibility among all employees through training and engagement.
5. Supplier Quality: Collaborate with suppliers to ensure materials and components meet our quality standards.

RESPONSIBILITIES

The Quality Manager oversees the implementation of this Quality Policy and ensures compliance with AS/NZS 5131. All employees are responsible for adhering to the quality standards and procedures relevant to their roles.

CONTINUOUS IMPROVEMENT

We are committed to continuously improving our quality management system through feedback from customers, employees, and suppliers, as well as through the analysis of performance data and industry best practices.

CONCLUSION

Our goal is to be recognized as a leader in the structural steel industry for our commitment to quality. By adhering to this Quality Policy and the requirements of AS/NZS 5131, we aim to deliver hassle-free steel construction that contributes to the success of our customers' projects.

Hayden Burke
Managing Director

20th May 2024
Date

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HS.POL003 HEALTH AND SAFETY POLICY

The Officers and Management of Cambridge Steel Fabricators and Engineers Ltd are committed to providing a healthy and safe working environment for their workers, contractors, visitors, and all persons using their premises as a place of work.

To ensure a safe and healthy work environment, Cambridge Steel Fabricators and Engineers Ltd will develop and maintain a Health and Safety Management System.

CAMBRIDGE STEEL FABRICATORS AND ENGINEERS LTD AS THE PCBU WILL SPECIFICALLY:

- Meet our obligations under the Health and Safety at Work Act 2015, HSWA regulations 2016, Codes of Practice and any relevant standards or guidelines
- Identify all existing and new hazards and risks, and take all reasonably practicable steps to eliminate or minimise them through available practicable controls
- Ensure that all workers, contractors, and visitors are aware of the hazards and risks in their work areas
- Ensure all workers are adequately trained and supervised to enable them to perform their work in a safe manner
- Set annual health and safety objectives
- Review the health and safety objectives annually, and the Health and Safety Policy within a minimum of two years
- Encourage reporting of all incidents, injuries, near misses and potential harm
- Investigate all reported incidents and injuries to ensure all contributing causes are identified, and where appropriate implement corrective actions in a concerted attempt to prevent a recurrence
- When practicable, provide a return-to-work plan that enables workers to have the safest, earliest return to work from injury
- Support and participate in a functioning Health and Safety Committee
- Encourage worker participation in all matters related to health and safety
- Monitor and manage workers health, and their exposure to workplace hazards
- Provide appropriate and effective Personal Protective Equipment
- Ensure Officers, Managers, Team Leads are aware of their responsibilities in relation to health and safety
- Regularly consult with Officers, Managers, Workers, Contractors, Sub-Contractors, Suppliers, Clients, and Independent Experts when required or necessary on health and safety matters
- Ensure Officers and Managers are kept informed of any changes to Legislation, Codes of Practice, regulations and standards, and all relevant health and safety matters communicated within the Health and Safety Committee
- Promote continuous improvement, including the review of hazards and risks, review of procedures and policies, to ensure an effective Health and Safety Management System

Every worker of Cambridge Steel Fabricators and Engineers Ltd is expected to share in the commitment to health and safety and meet their obligations under the Health and Safety at Work Act 2015, HSWA Regulations 2016, Codes of Practice, and any relevant standards and guidelines.

WORKERS OF CAMBRIDGE STEEL FABRICATORS AND ENGINEERS LTD WILL SPECIFICALLY:

- Conduct work safely in accordance with all Company policies, procedures and instructions
- Report all injuries, pain or discomfort, incidents, near misses, potential harm, hazards, and risks to the appropriate person at the soonest opportunity
- Wear any Personal Protective Equipment supplied, when requested or deemed necessary to conduct any work safely
- Participate in any return-to-work plan that enables them to have the safest, earliest return to work from injury
- Support and participate in a functioning Health and Safety Committee
- Support Cambridge Steel Fabricators and Engineers Ltd to continuously improve in all matters regarding health and safety

Hayden Burke
Managing Director

9th October 2024
Date

HS.POL005 DRUG AND ALCOHOL POLICY

PURPOSE

- Show responsibility and commitment to ensure a Safe and healthy Workplace/site for all Workers, Visitors and Contractors/subcontractors.
- Ensure that all Workers, Visitors and- Contractors/subcontractors at Cambridge Steel Fabricators and Engineers can work in an environment free of Drug and Alcohol use or abuse.
- Outline the company's expectations and requirements for creating and maintaining a Drug and Alcohol-free work environment, and for dealing with substance abuse in the workplace.

SCOPE

This policy applies to this Workplace/site, to all Workers of Cambridge Steel Fabricators and Engineers, and includes all Visitors and Contractors/subcontractors inside and outside of normal scheduled working hours.

DRUG AND ALCOHOL POLICY

- All Workers working at Cambridge Steel Fabricators and Engineers are expected to report "fit for duty" for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Cambridge Steel Fabricators and Engineers therefore wants to emphasise that it has Zero tolerance (See Annex A: Definitions) for any Worker, Visitor and Contractor/subcontractor who arrives at this Workplace/site under the influence of Drugs and/or Alcohol, and/or whose ability to work is impaired in any way by the consumption of Drugs and/or Alcohol, or who consume Drugs and/or Alcohol on this Workplace/site.
- Cambridge Steel Fabricators and Engineers strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of Drugs and/or Alcohol on this Workplace/site.
- Cambridge Steel Fabricators and Engineers reserves the right to conduct searches for Drugs and/or Alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on this Workplace/site or in a Company facility.
- Any Drugs and/or Alcohol found as a result of such a search will be confiscated and the user of the object searched will be subject to disciplinary action, up to and including termination of employment.
- Cambridge Steel Fabricators and Engineers reserves the right to undertake Pre-Employment, Random, Post-Incident and Reasonable Cause drug and alcohol testing.
- If a Worker, Visitor or Contractor/subcontractor arrives at this Workplace/site, (on company property) and there is reasonable cause to suspect that they are under the influence of Drugs and/or Alcohol, the supervisor shall immediately remove him/her from the Workplace/site. If there is any doubt about whether they are, or are not impaired, Cambridge Steel Fabricators and Engineers will err on the side of caution and remove him/her from the Workplace/site and stand them down.
- Unexpected circumstances can arise when an off-duty Worker is requested to work. It is the Worker's responsibility to refuse the request and ask that the request be directed to another person if the Worker feels unfit due to the influence of Drugs and/or Alcohol.
- Workers who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their Manager if there is any potential risk, limitation or restriction for whatever reason that may require

modification of duties or temporary reassignment and provide appropriate medical verification on any restrictions in performance of their duties.

- If a Worker or Contractor/subcontractor believes a Worker in a more senior position is in violation of this policy, they are encouraged to notify the Health & Safety Manager and or Operations manager.

DRUG AND ALCOHOL TESTING PROCEDURES

- All testing will be performed using a non-intrusive drug test (a urine test and or saliva test) and an alcohol breath test which may be conducted by TDDA, an authorised laboratory and/or by a registered medical professional.

PRE-EMPLOYMENT

- Any person who has applied to be employed or engaged in a key role will be tested prior to beginning that role.

RANDOM TESTING

- Selection of key role Workers or Contractors/subcontractors for random testing will be conducted in a clear, transparent manner and in accordance with “good faith”. A random number generator will be used by TTDA for selecting persons to be tested.

AFTER ACCIDENTS OR INCIDENTS

- Any Worker or Contractor/subcontractor involved in any accident or incident where serious harm did or may have resulted will be required to undergo an immediate test.

WITH REASONABLE CAUSE DURING WORKING HOURS

- Where there are reasonable grounds (See Annex A: Definitions) for suspecting that a Worker or Contractor/subcontractor is impaired while at work, the Worker or Contractor/subcontractor will be required to undergo a test.

POSITIVE AND NON-NEGATIVE TEST RESULTS ACTION

- Any test, performed by any person other than by a laboratory, which returns a positive result, will be known as a ‘non-negative’ result only. Non-negative means the initial test has indicated that there may be drugs or alcohol present in the sample. On producing a non-negative result, a person -will be stood down from the workplace. An additional laboratory test by a third-party tester, on the same sample, will then be performed to confirm the result as positive or not. The Worker or Contractor/subcontractor has the right to undergo their own third-party test if they want on the same working day as the original result. The laboratory result will be either negative or positive. If negative, the person will be allowed to continue to perform their role.
- If confirmed as positive, the Worker or Contractor/subcontractor will attend a disciplinary meeting. The Worker or Contractor/subcontractor will be asked to provide an explanation for the result which will be taken into consideration.

REFUSAL TO TAKE OR SUBMIT A DRUG AND ALCOHOL TEST

- If a Worker or Contractor/subcontractor is selected and refuses to undertake a drug and alcohol test, he/she will be deemed as providing a positive result.

ALCOHOL AND DRUG TRAINING

- Cambridge Steel Fabricators and Engineers will ensure that all Mangers and Site Leads are provided with drug and alcohol training, including any subsequent amendments to the policy should amendments occur.
- Privacy, Consent and Dissemination of information
- TTDA will request written consent from the Worker or Contractor/subcontractor prior to testing for drugs and alcohol and will include the release of the results to Cambridge Steel Fabricators and Engineers. All drug and alcohol test results will be provided to the Worker or Contractor/subcontractor upon completion of the test. These results will be shared with no other party, unless with the written consent of the Worker or Contractor/subcontractor, the exception being disclosure to relevant safety regulators or authorities.

ANNEXE A: DEFINITIONS

'Zero tolerance' means the level of alcohol in the breath is below 100 micrograms per litre (µg/litre) and the urine concentration levels for drugs and metabolites specified in Table 2 of AS/NZS 4308:2008 (Schedule C;2.5)

'Reasonable grounds'- where the employer has reasonable cause to believe that an employee is at risk of impairment due to the consumption of drugs and/or alcohol. This includes but is not limited to the following indicators:

- Physical signs- bloodshot eyes/dilated pupils, slurred speech, unsteady movements, unexplained sweating, or shivering, fidgety, drowsiness
- Behavioural signs- attendance problems, decline in performance, withdrawal from others, constant disappearing
- Psychological signs- changes to personality, mood swings, unexplained fear or paranoia, inability to focus/concentrate

Hayden Burke
Managing Director

6th September 2026
Date

HS.POL006 DIVERSITY AND INCLUSION POLICY

Our vision is to create an environment of opportunity, irrespective of gender, ethnicity, age, marital/family status, disability, religious or political beliefs and sexual identity. A place to thrive and enjoy no matter where you come from.

DIVERSITY

All of us have different backgrounds, experiences, and view the world differently. It's the diverse perspectives on work and life that are truly valued within the company. It's our point of difference, our 'who' we are, it's what makes this company such a unique place to work in.

FOCUS POINTS

- Promote a culture of inclusion that values and respects individual differences and is free of harassment, victimisation, and discrimination.
- Ensure our work practices and workplace facilities provide the flexibility needed to support an inclusive and diverse culture.
- Provide equal access to all employees for skills development and career path progression.
- Recruit and reward equitably based on merit.
- Comply with all regulatory and compliance obligations in relation to diversity and inclusion.

THE JOURNEY

Giving our employees a sense of belonging is an essential part of the diversity and inclusion culture the company is building upon. To create a solid foundation, we will:

- Communicate clear expectations to leaders and employees regarding the actions, conduct and behaviour needed to support a diverse and inclusive workplace.
- Provide relevant and meaningful training to our employees with a focus on adult teaching/learning strategies.
- Identify and cater for the differing cultural needs during company functions and meetings.
- Include the *'team'* perspective when problem solving or decision making.
- Encourage open discussion on mental health and wellbeing, including the promotion of agencies that may assist.
- Be fair and reasonable in our expectations of the work/life flow.
- Create channels for employees to influence diversity and inclusion

THE END GOAL

To have a diverse team with a common desire, all striving to succeed together.

Hayden Burke
Managing Director

14th October 2025
Date

HS.POL007 CHARITABLE GIVING POLICY

Cambridge Steel Fabricators and Engineers Ltd. wishes to demonstrate a strategic commitment to charitable giving and volunteering. We aim to support and play an active role in the communities in which we live and work. We will foster a culture of support for employees to become involved, identify, initiate, and execute programmes that make a difference.

Our company and our employees display a wealth of contributions to several good causes. Our approach will ensure consistency and improved capture of activity, not only to support how we are viewed by customers and our communities, but also to encourage employees to be involved and feel pride in their company.

ELIGIBILITY

Contributions to organisations, charities and causes will be acceptable if the charitable body has one or more of the following goals or focus areas:

- The creation of a more sustainable environment
- The improvement of living, working or recreational environments
- Health and safety improvements
- Educational improvements for children and/or adults
- The improvement of employability skills, either within or outside of the educational system and particularly for those who are disadvantaged.

RESTRICTIONS

Cambridge Steelfab will not provide support for the following:

- Organisations that illegally discriminate based on age, disability, sex, sexual orientation, gender reassignment, ethnicity, marriage or civil partnership, pregnancy and maternity, religion, and belief
- Individuals or memorial funds
- Political or religious campaigns
- Commercial organisations (support must go to a registered charity, not-for-profit organisation, or social enterprise)
- Advertisements, promotional activities, or production of any marketing material.

JUSTIFICATION TO DONATE

Main CSFE charity partner/s- if CSFE chooses to appoint one or more main charity partners, this/ these must be a registered charity and ratified by the Managing Director.

Employee/employer matched funding- employees often use their own time and efforts to support a favourite good cause. To show engagement and encouragement the Managing Director will consider such requests on a case-by-case basis.

External requests- external stakeholders (e.g., customers, suppliers, voluntary/charity organisations, individuals) may at times ask for support whether it be monetary, materials, employee hours etc. These requests will be referred to the Managing Director.

All requests will be considered against the above criteria fairly, and resources will be allocated in a balanced way.

CELEBRATE GIVING

The company will acknowledge and celebrate charitable efforts.

REVIEW AND UPDATE

This policy applies to all Cambridge Steel Fabrication & Engineers Ltd. Employees and will be reviewed and revised on a bi-annual basis by the Senior Leadership Team.

Hayden Burke
Managing Director

13th October 2025

Date

HS.POL008 EMPLOYEE WELLNESS PROGRAM

We want our workplace to have a positive and healthy culture. To achieve that our workplace policies, practices, and environments are designed with your wellbeing in mind. This Wellness Program works hand-in-hand with our Diversity and Inclusion Policy (HS.POL006) to ensure all employees, regardless of background, feel safe, supported, and able to thrive. This policy applies to all employees at our workplace, and to anyone who comes into our workplace

MENTAL WELLBEING

Our workplace has a role in promoting, protecting, and supporting our employees' mental wellbeing.

We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting any employees experiencing mental distress.

If you are experiencing distress, we will do as much as we can to help you to stay at work and/or support your return to work when you are ready. Any health conditions or disabilities will be treated in confidence. We will never share any information about you unless you have agreed to it, and only to ensure your wellbeing and safety and that of those around you.

HOW WE WILL PROMOTE GOOD MENTAL WELLBEING

We will manage you in ways that promotes your mental wellbeing.

As your employer, we will do the following:

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Make sure you feel supported to seek help for any issues or distress, including using our conflict resolution processes.
- Make sure you understand what is expected of you at work – in your work tasks and acceptable behaviour.
- Have regular check-ins regarding your workload and stress levels, and adjust tasks or provide resources as needed to prevent overwork
- Offer flexible work practices wherever possible and/or legally required.
- Support opportunities for professional skills development and growth.
- Employ and promote you based on your abilities, rather than any perceived disabilities.
- Not tolerate bullying, harassment, or discriminatory behaviour.

OUR EXPECTATIONS OF YOU

You can do a lot to protect your own mental wellbeing at work.

As our employee, we expect you to:

- treat everyone with respect and civility
- speak up if you need help or support
- speak up about any bullying, harassment, or discriminatory behaviour you notice happening in our workplace
- take your own steps to stay mentally healthy at work (e.g., taking rest breaks, speaking up if stressed)

- support workmates to speak up if they need help for anything affecting their mental health
- access support if you need it – see the **Help finding support** section in this policy
- ask about options (e.g., flexible working arrangements, special leave) if you feel you need time away from work to manage your mental health.

ENCOURAGING POSITIVE ACTIONS

To maintain a mentally healthy workplace we will:

- consult with you and other staff about what workplace wellbeing means to you, and what initiatives you might like
- we will monitor the effectiveness of these initiatives and provide regular feedback loops
- provide contact details for support services you can access easily and discreetly
- encourage you to take breaks, both to rest and to connect with others
- regularly support mental health and wellbeing initiatives, such as Mental Health Awareness Week
- organise occasions for you to connect with other employees at and away from work
- encourage you to get outside during breaks, which is good for your physical and mental wellbeing
- call for volunteers who can encourage and support good mental health in our workplace.

SMOKE FREE AT WORK

We are a smoke free workplace. If you work with us, we expect you to follow our smoke free policy.

Our smoke free policy is about protecting everyone against the effects of second-hand smoke while they are at work.

This means you cannot smoke:

- anywhere inside our workplace, at any time
- in a company-owned vehicle you share with others, unless you have the written permission of others who use the vehicle
- anywhere we have placed smoke free signage outdoors, including workplace entrances and exits.

We will notify all service contractors and visitors to our workplace of our policy.

We make our smoke free policy clear in our recruitment material and employment agreements.

Vaping and e-cigarettes: The term of this policy also applies to vaping and using e-cigarettes, and other tobacco products that are used in other ways.

Want to quit smoking?

If you do smoke and would like help to stop using tobacco, we can support you. See our **Help finding support** section in this policy for more information.

SUN SMART

As your employer we are required to protect you from workplace risks.

Because exposure to solar ultraviolet (UV) radiation can cause cancer, we will take steps to minimise your exposure during work hours.

We will:

- check UV levels each day
- do all we can to schedule outside work when UV levels are lowest, such as at the start and/or end of the day
- encourage you to work in shade as much as possible
- provide portable shade (including shade structures such as pergolas, tents, and umbrellas) wherever possible for outside tasks if natural shade isn't available
- try to move tasks inside if shade isn't possible
- rotate tasks among employees so you are not constantly in the sun.

As our employee we expect you to:

- speak up if you are concerned about your sun exposure and/or have suggestions on how we can better keep you safe
- report instances of sunburn, heat exhaustion/fatigue to Hayden Burke
- check your own skin for changes that could indicate melanoma or non-melanoma skin cancers
- regularly drink water to stay hydrated.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

You must wear clothing and sunscreen (applied to uncovered skin every day when UV levels are dangerous) to protect you from the sun when working outside.

As necessary this PPE could include:

- long-sleeved shirts with collars, long trousers or knee-length skirts or shorts that are preferably light-weight but still close-weaved, keep out UV radiation while allowing your skin to breathe, and have an Ultraviolet Protection Factor (UPF) of at least 30
- a hat/hard hat/helmet with a wide brim/peak/flap that protects your head, face, ears, and neck
- sunglasses that fit closely to your face and meet UV protection standards, AS/NZS 1336:2014
- if required, sunglasses and spectacles must also meet the safety glasses standard, AS/NZS 1337:2010
- sunscreen, which must be water-resistant, broad-spectrum, at least SPF30, and meets standard AS/NZS 2604:2012. Sunscreen should be applied 20 minutes before going outside and reapplied every two hours, especially if you are sweating and/or working in water, and stored below 30 degrees, as high temperatures (such as from being left in a vehicle's glove box) can stop it being effective.

MONITORING SUN EXPOSURE

We understand our responsibility as an employer to monitor your UV exposure.

We will do this by:

- monitoring UV levels to identify when it's risky to be outside
- regularly assessing our workplace/s to make sure you are not exposed to too much UV radiation, then taking steps to eliminate or minimise the risk
- assessing all outside work functions and events for UV exposure, providing shade and sunscreen if necessary
- developing a system where we can all record incidents of sunburn, heat exhaustion/fatigue

- tracking those incidents to see what improvements/changes we can make to reduce the chances of sunburn and heat exhaustion/fatigue
- developing a system of monitoring your UV exposure, including reminders to get regular skin checks
- helping you understand melanoma and non-melanoma skin cancer, including the importance of having any moles, freckles or worrying skin spots checked by your GP.

RESPONSIBLE HOSTING

We take our host responsibilities seriously when hosting work functions and work events.

ALCOHOL MAY BE SERVED AT WORK EVENTS

At some events alcohol may be served. The decision to serve alcohol must be made by the Managing Director.

OUR RESPONSIBILITIES IF ALCOHOL IS SERVED

We will:

- have drinks served rather than having alcohol freely available
- serve substantial, nutritious food
- provide low alcohol and alcohol-free drinks
- check if we need an alcohol licence to be serving alcohol
- make sure people don't drink too much alcohol
- refuse to serve anyone we believe has already had too much alcohol
- not serve alcohol to anyone under 18, without the approval ("express consent") from the young person's parent or guardian
- make sure everyone can get home safely.

YOUR RESPONSIBILITIES IF ALCOHOL IS SERVED

If you are drinking alcohol at a work event you are responsible for:

- ensuring you do not drink too much
- always following all laws
- showing the same standard of behaviour that you would during work hours
- treating everyone with respect

FOOD

Our catering will provide healthy choices. This includes:

- limiting high-fat, high-sugar foods
- ensuring water, and sugar-free, alcohol-free drinks are available
- ensuring enough food is available, especially if alcohol is also being offered.

SUNSMART

If work functions are held outside, we will make sure you are protected from too much solar UV radiation.

We will:

- remind you to be prepared to be SunSmart
- provide shade
- have sunscreen readily available that is at least SPF30, broad-spectrum and water resistant, and encourage you to use it
- schedule activities for times of the day when UV levels are low.

SMOKING

You may not smoke anywhere that smoking is unlawful (i.e., indoor work areas) or not allowed under any other workplace policy, even during work functions.

This is to protect people from the effects of second-hand smoke.

MENTAL HEALTH SUPPORT

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support, we will:

- encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
- do what we can to help you find the support you need
- allow you time off work to deal with issues, as set out in the sick leave section of your employment agreement
- encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

You could also find support by:

- talking to your manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis.

HELP TO STOP SMOKING

We recognise smoking is an addiction and that it kills more than 5000 New Zealanders a year. If you do smoke and would like help to stop smoking:

- go to www.quit.org.nz, text 4006 or call 0800 778 778
- visit smokefree.org for information about stop smoking services in our region
- talk to your GP or health provider
- ask at your local pharmacy.

TRAINING

We will train our managers and other appropriate employees how to recognise and respond to employees who need support in our workplace for whatever is causing distress.

That training could include how to recognise employees with addiction issues.

If you would like training, please talk to your manager.

We will also provide resources to you about other health and wellbeing subjects. If you feel you would like information on a particular issue, please ask your manager.

STAY AT HOME/RETURN TO WORK

We understand there are many reasons why you may need support coming back to work after time away from the workplace.

We also understand there may be times when some extra support or flexibility from us could help you stay at work during these times.

If you are away from work for any reason, we will keep communicating with you.

We will talk to you in ways you are comfortable and will work alongside your support people and health professionals (where appropriate) to see what changes we can make to help you come back to work or to stay at work.

What we agree will be supported by a return-to-work/stay-at-work plan.

WHEN YOU ARE BACK AT WORK

When you have returned to work, we will continue to talk to make sure the plan is working for both of us.

All details will be treated in confidence. We would share your information only after discussions with you, only with your consent, and only to ensure the wellbeing and safety of you and those around you.

Hayden Burke
Managing Director

13th October 2025
Date

HS.POL10 MODERN SLAVERY STATEMENT

The purpose of this statement is to outline our approach to ensuring that **Cambridge Steel Fabricators and Engineers Ltd** (CSFE) minimises the risk of modern slavery in our business operations and supply chain. We recognise that slavery and human trafficking can occur in many forms. This can include slavery, servitude, human trafficking, forced marriage, forced labour, debt bondage, child labour, and deceptive recruiting for labour or services. CSFE will not tolerate any forms of slavery or human trafficking in our business.

We support the United Nations Sustainable Development Goals, with one of our priority goals being Goal 8: decent work and economic growth. We strongly support this goal with the commitment in working to eradicate the many forms of modern slavery.

SCOPE

This policy applies to all persons working for or on behalf of Cambridge Steel Fabricators and Engineers, in any capacity including employees, directors, agency workers, contractors, consultants and any other third party representatives.

OUR APPROACH

CSFE is committed to working with its suppliers to eradicate modern slavery from the Company's supply chain. CSFE procures products and services from a broad range of industries including energy, fixed plant and commodities, mobile fleet, and information technology. The majority of our total procurement spend is within New Zealand.

CSFE is a member of the Sustainable Steel Council of New Zealand.

We reserve the right to employ students aged under 15, outside of normal school hours, to perform basic tasks within our business on a short-term basis (commonly known as "holiday work"). This type of employment follows the protocols of the relevant New Zealand employment laws.

RESPONSIBILITIES

Management must ensure the policy is applied and complied with within their respective departments.

Employees are responsible for reporting any concerns about any issue or suspicion of modern slavery in any part of our business or supply chain.

The Health and Safety Manager oversees the implementation of this policy, monitors it's use and effectiveness and audit internal control systems and procedures.

POTENTIAL RISKS IN OUR OPERATIONS AND SUPPLY CHAIN

We rely completely on our New Zealand based suppliers to do the required investigation of their supply chain to ensure our compliance.

We will conduct audits of our suppliers to evaluate their compliance with our standards.

14 October 2025

Hayden Burke

Managing Director

Date

HS.POL012 SAFE DRIVING AND MOTOR VEHICLE POLICY

We are committed to fostering a workplace culture that prioritizes both safe driving practices and environmental responsibility. This policy sets out expectations for employees and the company to ensure road safety while actively reducing the carbon footprint of our vehicle operations. By promoting fuel efficiency, sustainable travel choices, and responsible vehicle use, we aim to protect our people and contribute to a cleaner, greener future.

This policy applies to all employees who drive a company vehicle or use a personal vehicle for work purposes, including travel to and from the workplace. It covers operational standards, legal compliance, and environmental considerations for all vehicle-related activities.

Company vehicles always remain the property of Cambridge Steel Fabricators and Engineers Limited and must be surrendered on demand.

Our expectations of drivers of CSFE vehicles:

BE TRAINED

- All CSFE employees who drive CSFE vehicles (as part of their employment agreement or for the purpose of their role) must have a current full New Zealand Driving Licence or drive within the specific conditions of their licence where applicable.
- Attend driver training if required for your role.

BE LEGAL

- Comply with the New Zealand Road Code and all traffic laws, rules and regulations.
- Comply with this Safe Driving and Motor Vehicle Policy and associated standards and procedures.
- Hold a current licence for the correct classes of vehicle, ensure that endorsements are valid and carry your licence with you when driving.
- Comply with NZTA Work time rules (drivers licence Class 2, 3, 4 and 5 only). This includes:
    - Work time incudes all time spent working regardless of whether it is time spent driving or doing other work (including driving, loading, and unloading, maintenance and cleaning of vehicles, administration, or any paid employment whether or not related),
    - In general, drivers must take a break of at least 30 minutes after 5 ½ hours' work,
    - In any cumulative workday you can work a maximum of 13 hours and then you must take a continuous break of at least 10 hours.

BE RESPONSIBLE

- Avoid aggressive road behaviour.
- Advise your manager of all speeding tickets, crashes and breaches of traffic regulations, and changes to your licence conditions.
- Report all injury crashes to the police within 24 hours.
- Report all near misses and actual incidents to your manager within 24 hours.
- Report vehicle defects to a supervisor or manager before the next vehicle use.
- Regularly check the oil, radiator and battery levels and tyre pressure of company vehicles. (at least every 2 months).
- Complete vehicle checks on Monday.com at least weekly.
- Drivers must minimize idling and use fuel-efficient driving techniques. This includes not idling when out of the vehicle (for more than 3 minutes for truck drivers).
- Consider virtual meetings or ride-sharing for trips where feasible

- Transportation of any hitchhiker or non-authorised passengers is strictly prohibited in any company vehicle at any time.

DRIVE SAFELY

- Drive to the road and weather conditions and adjust as needed.
- Take regular and adequate rest breaks, at least every two hours.
- Stop when tired.
- Plan the journey, taking into account pre-journey work duties, length of trip and post-journey commitments.
- Consider an overnight stay if driving time and non-driving duties exceed 10 hours in one day – to be discussed with an approved manager.
- If you feel too fatigued to continue driving safely, *stop and inform your manager* – no disciplinary action will occur for prioritizing safety
- Use daytime running lights on the open road.
- Advise your manager if you are on any medication that could cause drowsiness or impair your ability to drive in any way.
- Do not use a hand-held mobile phone or text while driving (illegal in NZ). Even hands-free calls should be kept brief. If you must communicate, pull over safely.

As your employer we will:

- Ensure compliance to this Safe Driving and Motor Vehicle Policy and associated standards and procedures.
- Hold employee driving records and ensure employees are trained and licenced appropriately for the work being carried out. This includes regular checks of Drivers Licences via TORO.
- Ensure vehicles are maintained in line with manufacturers recommendations.
- Ensure vehicles remain licenced and keep accurate records of this.
- Commit for all new vehicle purchases and leases to only include vehicles with a minimum four-star ANCAP rating and prioritising low-emission vehicles where appropriate.
- Promote a safe driving culture through training and education.
- Ensure all drivers are trained and licenced to operate the vehicles being driven for work purposes.
- Commit that no employee will be required, encouraged or incentivized to violate traffic laws or work time limits. If a deadline or work pressure would necessitate unsafe driving, inform management – safety comes first

VEHICLE REPLACEMENT

All leased Motor Vehicles will be replaced after no more than five years and be of white colour.

Drivers of leased vehicles will be driving one of the following vehicles:

- Diesel Ford Ranger XLT – Site Managers/Project Managers
- Diesel Hyundai iLoad – Site Leads

Standard accessories may include:

- Rubber or car mats
- Tow bar and wiring (for those required to tow trailers, wagons and other equipment on company business – no trailer or wagon should be towed if it is heavier than the vehicle manufacturer's recommendations)
- Reversing sensors
- Deck Liner and Canopy with windows for utility vehicles

All vehicles will have handsfree capability and Navman Director (fleet management system).

A fire extinguisher and first aid kit should also be included. No other accessories may be fitted to the vehicle which requires cutting holes in the body or welding to the vehicle (e.g. spoilers). Mag tyres are not permitted.

Utility and field vehicles will be sign written.

PERSONAL USE

The company motor vehicle provided may be used for a reasonable amount of private use. It is expected that private travel will not exceed 5,000 km per annum (excluding travel to and from place of work). The vehicle is not to be used for rallying or racing.

In addition, the Company will allow the employee to use the motor vehicle during annual leave. For holiday related road trips, fuel consumption should be made at the employee's personal expense. If the amount of out of region and / or long-distance private travel becomes too frequent, the employee will be expected to contribute to the running costs of the motor vehicle. Such contribution will be discussed with you prior to the next "out of region" trip occurring.

If the motor vehicle user is on Company travel (without the use of the motor vehicle), then the motor vehicle should be securely locked and not made available for private use to any non-Cambridge Steel Fabricators staff members. This is both for FBT calculations and Insurance requirements.

POOL VEHICLES

Pool Vehicles (vehicles which are not allocated to a specific staff member) are work-related vehicles (as defined in the Fringe Benefit Tax ("FBT") regulations). These vehicles are not available for private use, to ensure the Company does not become liable for FBT.

FUEL CARDS

Fuel cards will be provided for each driver of a Company vehicle. Fuel cards will allow fuel and oil purchases only. Fuel cards are for BP stations which can also be used at Gasoline Alley Stations (GAS). Fuel receipts shall be submitted to the Accounts Administrator on a weekly basis. This can be a physical receipt or via the BPMe phone app.

The vehicle must only be filled with the recommended fuel.

MAINTENANCE

The vehicle shall be serviced as per the manufacturer's service schedule at an approved agent. Servicing of vehicles must be completed outside of normal working hours (on weekends), unless the approved agent is unable to do so. The vehicle's interior and exterior is to be maintained in a clean and tidy condition. Smoking in the vehicle is not permitted. Heavy road dirt, especially lime and tar, is to be washed off at the earliest opportunity. Reasonable costs of cleaning material will be met by the Company. Whenever possible, vehicles are to be parked under cover at home. Registration and Road User Charges labels when issued must be promptly affixed and the old sticker removed to ensure the vehicle has a current label displayed at all times.

PRIVATE VEHICLE USE

If an employee is driving their own vehicle for the purposes of work, the same rules apply.

At all times staff should ensure that a Company vehicle is not available for the travel in question.

In addition:

- The employee must seek their managers approval before using their vehicle for work.
- The vehicle must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request.

Reimbursement:

- The Inland Revenue Department ("IRD") have nominated a current reimbursement rate for employees for mileage travelled in their private motor vehicle for business purposes of 70c per

kilometre (up to 5,000km of travel per annum). Cambridge Steel Fabricators have adopted this rate and will ensure the rate is kept in line with any updates from the IRD annually.
- A request for reimbursement of work-related travel using a private vehicle should be made via a note in the employee's timesheet and approved by their manager as part of the weekly timesheet approval. Reimbursement will be made via payroll.
- If in the unlikely event an employee will use their own personal vehicle for business travel in excess of 5,000kms, the Managing Director will liaise with the employee and their manager to determine the appropriate rate in accordance with IRD regulations.
- Employees exceeding private use limits must contribute to a carbon offset program

OTHER DRIVERS

In addition to an employee provided with a motor vehicle, the following drivers are permitted to drive company vehicles:
- Employee partners/spouses over 18 years of age

All drivers must hold a current driver's licence for the class of vehicle they are driving, and this licence is to be always carried with them when driving a company vehicle. A spouse/partner who holds a restricted licence must adhere to all conditions associated with a restricted licence, for example, they must only drive with passengers who have had their full licence for a minimum of two years.

Any traffic or parking infringements received by the driver are the responsibility of the driver concerned.

MOTOR VEHICLE INSURANCE AND ACCIDENTS

The company maintains an insurance cover on the vehicle. In the event of any damage or accident this must be reported without delay to your manager and the Business Manager (who in turn will notify the Company's Insurance company).

At the time of the accident (after checking for injuries) you must:
- Not make any admission of liability.
- Obtain the drivers name(s) and phone number, of the vehicle(s) involved.
- Obtain the name of the owner(s) of the vehicle(s) involved.
- Record the make, model and registration number of the vehicle(s) involved.
- Obtain the name of the other driver(s) insurance company(s).
- Provide your name to the other driver(s) of the vehicle(s) involved.
- Provide the company name as the owner of the vehicle.
- Provide the name of our Insurer (currently Gallagher).
- Complete an incident form without delay.

Where the vehicle is involved in an accident which is found to be your fault, the position in regard to payment of any excess is:
- If on Company business or driving to or from work the company will meet the cost, except where careless use is the cause (for example: hitting a stationary object). The employee may be required to meet all or part of the excess.
- If on private use the employee may be required to meet all or part of the excess.
- If any person not authorised as a driver of the vehicle as detailed above was the driver of the vehicle, then the employee assigned to the vehicle will be responsible for the excess.

Where our insurer declines to meet the claim because the employee was uninsurable, prohibited from driving, not holding a current driver's licence or was driving under the influence of drugs or alcohol or for any other reason, the Company may claim insurance and consequently authorise the insurer to recover costs directly from the employee.

NOTIFICATION OF UNSAFE DRIVING

CSFE will investigate reports of unsafe driving which could result in disciplinary action being taken against employees. Reports of unsafe driving may come from any of the following sources:

- Complaints: complaints made by CSFE employees, or the general public will be taken seriously.
- Navman: reports from Navman systems are monitored by management.
- Accident/Insurance reports.
- Traffic Infringements.

The following actions in company vehicles will be viewed as serious breaches of conduct and disciplinary action up to and including dismissal may be a consequence:

- Driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- Driving while disqualified or not correctly licenced.
- Reckless or dangerous driving causing injury or death.
- Failing to stop after a crash.
- Acquiring demerit points leading to suspension of licence.
- Any actions that warrant the suspension of a licence.

REPORTING AND ACCOUNTABILITY

The company will measure and report fleet-related fuel emissions annually and set reduction targets aligned with sustainability goals.

ACKNOWLEDGEMENT

I _____ have read, understood and agree to be bound by the above policy conditions.

Signature:

Date:

Hayden Burke
Managing Director

13th October 2025
Date

CP.POL06 FAMILY VIOLENCE POLICY

The purpose of this policy is to support you if you are impacted by domestic violence so that you can take the necessary time away from work to attend court, meet with appropriate services, or relocate, without too much financial consequence.

WHAT IS DOMESTIC VIOLENCE?

We use the definition of "domestic violence" which is found in the Domestic Violence Act 1995. For the purpose of this policy, domestic violence includes physical, sexual, economic and psychological abuse.

Domestic violence can be carried out by anyone with whom you are in a domestic or close relationship with - this includes a partner or ex-partner, boyfriend or girlfriend, carer, parent, older child, sibling, friend, flatmate or family member (they don't have to be living with you).

WHY DO WE HAVE THIS POLICY?

We are committed to doing all we reasonably can to support employees who are affected by domestic violence.

If you are affected by domestic violence you may feel hesitant about confiding in us. At Cambridge Steel Fabricators & Engineers all discussions and information around leave will be kept confidential, unless there is an immediate risk to your safety or another team member's safety in the workplace.

We will work through a fair process with you and where possible Cambridge Steel Fabricators & Engineers will protect your privacy.

WHAT YOU ARE ENTITLED TO

At Cambridge Steel Fabricators & Engineers we acknowledge that domestic violence is a huge concern in New Zealand. Sometimes you may be affected by this, through no fault of your own, and it may impact on your work attendance or performance.

To be eligible for domestic violence leave and short-term flexible work arrangements you have to:

- Have been employed continuously with us for 6 months; and
- Have worked an average of 10 hours a week and no less than 1 hour every week or no less than 40 hours in every month.

This is what you are eligible to request:

- Up to 10 days of domestic violence leave during each 12-month period, which can be taken as consecutive, single days, or partial days.**NB:** leave does not accumulate each 12-month period. What this means is you cannot 'bank' any unused domestic violence leave not used during the year.
- A short-term variation to your working arrangements (for up to two months). The variation can include changes to hours of work, location and duties of work.

DOMESTIC VIOLENCE AND SUPPORT LEAVE

Ideally discuss your situation with your employer in the first instance if you are impacted by domestic violence in your life. If you are not comfortable talking to your employer, you can use another person to act as your support.

We recognise that employees affected by domestic violence may need to take time off work for several reasons, for example including:

- attend court
- seek medical attention
- go to counselling

- relocate or seek alternative accommodation
- go to an appointment with the bank
- meet with their children's school
- seek any other support needed during a time of crisis.

If you wish to access Domestic Violence & Support leave, we can support you to fill out the Leave Request via ONTime (Timefiler) for leave type PDL.

We may request proof of domestic violence, which is most likely in the form of a document from the police, a government department, a health professional, a family violence support service. If we do, we will ask you for this within 3 days of you making a request.

All requests for domestic violence leave will be considered with urgency which we will respond to within 10 working days.

SHORT TERM FLEXIBLE WORK ARRANGEMENTS

Ideally discuss your situation with your employer in the first instance if you are impacted by domestic violence in your life. If you are not comfortable talking to your employer, you can use another person to act as your support.

A written request using for short term flexible working arrangements can either be filled in yourself, or work with us (Refer attached Form 2 – Short Term Flexible Working Arrangements Form). The written request needs to include details about the changes

- including hours of work
- days of work
- change in the location of your work,
- changes to work telephone number or email address

All requests for short-term changes to an employee's hours at work will be considered with urgency which we will respond to within 10 working days.

We may request proof of domestic violence, which is most likely in the form of a document from the police, a government department, a health professional, a family violence support service. If we do, we will ask you for this within 3 days of you making a request.

If you believe that we have unreasonably refused your request for short term flexibility in your work arrangements, you have six months to raise this dispute with your employer.

OTHER LEAVE AND SUPPORT

If a safety plan is needed for you in our workplace, please come and talk to us and we will work with you to develop a plan. We may need to include our HR Advisor and/or an external agency for support and advice.

If you are supporting a person who is affected by domestic violence you may take annual leave, or unpaid leave to go with them to court, to hospital, or to mind children.

If you are a person that uses violence in your family, and you want help, below is a list of agencies that may be able to offer you help.

SUPPORT SERVICES

Service	What they do	How to contact them
Women's Refuge	Provides for urgent shelter, safety and advice. Will also find shelter for males.	0800 REFUGE
White Ribbon	Provides for education to help prevent domestic violence	www.whiteribbon.org.nz
National Network of Stopping Violence Services	Provides for a network of resources for both victims and abusers of violence	www.nnsvs.org.nz
Family Violence is No OK	Provides a range of materials and information to stop violence	0800 456 450
Citizens Advice Bureau	Provides free, impartial, and confidential service of information, assistance and referrals to people within the community	0800 FOR CAB (0800 367 222)
Family Violence Prevention	This website has articles on Family Violence and a wide range of resources and information about Family Violence	www.endabuse.org
Family Court	The Family Court aims, wherever possible, to help people sort out their own problems by way of counselling, conciliation and mediation. The website contains legal information, factsheets and guides, and contact details for Family courts throughout Aotearoa	www.justice.govt.nz/family/publications/pamphlets/default.asp

FORM 1 – SHORT TERM FLEXIBLE WORKING ARRAGEMENTS FORM

Short Term Flexible Working Arrangements Request.pdf

Hayden Burke
Managing Director

23rd November 2025
Date

CP.POL05 IT AND SOCIAL MEDIA POLICY

PURPOSE

We understand that using information technology (IT) at work can help to do your job and balance your work and life. However, it must not interfere with your duties, compromise safety, or harm the business. The policy explains acceptable use of IT and applies to:

- Everyone who uses our technology and systems (employees, contractors and subcontractors)
- All IT used for work, where company-provided or personal devices used for work purposes

ACCEPTABLE USE

You must use our IT systems responsibly and reasonably. Your use must not interfere with your work duties, harm our business or other people, or be illegal or unsafe. This means you can't:

- Harm the business or its reputation.
- Infringe rights or break the law, e.g. violate copyright, privacy, or harassment laws.
- Cause legal problems for the business (for example, by defaming someone or making false claims).
- Harass, bully, or offend anyone (zero tolerance for abusive or discriminatory content, including online conduct).
- Disclose confidential or personal information about our business, customers, clients, or employees, except as required for your job and in line with the Privacy Act 2020.
- Risk the security or operation of our IT systems, e.g. by installing unapproved software, downloading inappropriate material, or opening suspicious attachments (unless authorized for work reasons).
- You are also responsible for:
    - Data Security: Keeping all work information (contacts, files, emails, etc.) secure. Follow our data protection procedures and use information only for legitimate work purposes.
    - Device Security: Keeping any work devices safe and secure, especially when outside the workplace. This includes using strong passwords/PINs and not leaving devices unattended.
    - Personal Devices (BYOD): If you use your own device for work, it must be secure (e.g. password-protected, up-to-date software) and meet our security requirements. The same rules in this policy apply to personal devices used for work. You may be required to install company security software or allow remote wiping of company data on your device if necessary to protect our information.

Note: You must comply with all relevant New Zealand laws when using our IT. This includes the *Privacy Act 2020* (protecting personal information), the *Unsolicited Electronic Messages Act 2007* (anti-spam rules), the *Harmful Digital Communications Act 2015* (no cyber-bullying or harmful digital content), and the *Health and Safety at Work Act 2015* (ensuring your use of IT does not endanger anyone). These requirements are reflected throughout this policy.

HARDWARE AND SOFTWARE

You may use our hardware, software, and internet access for your work. This includes computers, tablets, USB drives, networks, operating systems, applications, and approved social media or cloud services. When using our IT resources, you must:

- **Use only approved software and hardware.** Do not install or use programs or devices that we haven't authorized.

- **Protect access credentials.** Keep passwords and access codes secret and hard to guess. Never share your work login, Wi-Fi passwords, or security tokens with unauthorized people.
- **Use the Internet appropriately.** Do **not** view, download, or share material (websites, images, videos, etc.) that could be considered offensive, inappropriate, or illegal while using our systems. We reserve the right to block or monitor access to such sites.
- **Personal use:** Limited personal use of our computers and internet is allowed as long as it is reasonable, infrequent, and does not affect your productivity or breach any rules above. (For example, briefly checking personal email or social media during a break is fine; spending hours on non-work activities is not.)
- **Off-site use:** If you use our IT resources outside the workplace (e.g. working from home or on business travel), you must have permission from your manager and continue to follow all the same security and usage rules.

EMAIL

If you use a work email account (or send email from our company domain), you must follow the above house rules and additional email-specific rules:

- **Authorized use:** Only use email accounts you are authorized to use. Do not use someone else's email or share your email account without permission.
- **Follow anti-spam laws:** When sending emails to multiple recipients (especially external recipients), you must comply with New Zealand's anti-spam requirements. This means do not send unsolicited commercial emails without consent and follow the Unsolicited Electronic Messages Act 2007 – e.g. get opt-in permission for marketing emails, and always include a valid sender identity and an easy unsubscribe option in mass emails.
- **Obtain consent for bulk messaging:** Before sending any unsolicited bulk email or marketing material, you must have approval (both from management and the recipients' consent where required). For example, use our official mailing list tools that handle subscriptions and opt-outs.
- **Professional content:** Treat work emails as formal business records. Do not use email to send harassing, obscene, or inappropriate messages. Be mindful that emails can be forwarded or misdirected, so avoid saying anything that could embarrass you or the company.
- **Personal use of email:** Occasional personal use of your work email is permitted (e.g., a quick note to family), but it must be minimal and comply with all the above rules. Never use work email for personal activities that are high-volume (like newsletters, shopping accounts) or controversial**.** Remember that your work email is company property.
- **Security in email:** Do not click links or open attachments in suspicious or unexpected emails. Be vigilant for phishing attempts. If an email seems dubious, verify the sender or consult IT. Also, double-check recipient addresses when sending sensitive information to avoid sending it to the wrong person.
- **Confidential information via email:** If you need to send confidential or personal data by email, ensure it's properly protected (e.g., encrypted or sent via a secure method) and only sent to authorized recipients. Always follow Privacy Act guidelines for emailing personal information.

(Note: The company may monitor or access work emails and system use as permitted by law. Use email with the understanding that it is not private. Any misuse of email may result in disciplinary action.)

SOCIAL MEDIA

Use of social media must be responsible and within the same "house rules" of professionalism and confidentiality:

- **Company Accounts:** Only authorized staff may post on official company social media accounts. Content posted on behalf of the company must be professional, accurate, and approved according to our procedures. All use of official accounts should reflect our values and not expose the company to legal or reputational risk.
- **Personal Social Media:** You may access personal social media on work IT **for personal purposes** as long as it is reasonable and infrequent (e.g., a short break) and doesn't interfere with your work. However, whether you are on a work or personal account, you must not disclose company confidential information, nor make defamatory or harmful statements about the company, colleagues, customers, or competitors. Our rules on harassment and bullying apply to online activity just as they do in the workplace – for instance, posting abusive comments about a co-worker on Facebook is a serious policy violation.
- **Privacy and Respect:** Do not post images or information about individuals (colleagues, clients, etc.) without proper permission (see "Photos and Videos" below). Avoid discussing internal business matters on social media. Even on your personal accounts, if you are identifiable as our employee, conduct yourself in a way that doesn't bring the company into disrepute.
- **No False Representation:** Make it clear that your personal social media opinions are your own. You must not present yourself as speaking for the company unless you are explicitly authorized to do so. For example, do not respond to customer inquiries or media comments online as if you are an official company spokesperson if that's not your role.
- **Comply with Platform and Legal Standards:** Follow the terms of service of any social platform you use. Additionally, New Zealand's Harmful Digital Communications Act 2015 prohibits online communications that seriously harass or harm others – ensure that nothing you do on social media could violate that law or our code of conduct

MOBILE DEVICES

We may provide you with a company mobile phone, smartphone, or tablet for work purposes. The following rules apply to company-owned mobile devices (and similarly to any personal device you use for work):

- **Follow all general rules:** All the IT use rules above (no illegal/offensive use, no confidential info leaks, etc.) apply to mobile devices. For example, you cannot use a work phone to view inappropriate websites or to harass someone via text.
- **Personal use:** Do not use a company mobile device for personal use *unless* we have explicitly allowed it. By default, a work phone is for work activities only (urgent personal calls/texts in emergencies are okay). If limited personal use is permitted, it must be reasonable and not incur significant cost.
- **Exclusive use:** Your work mobile is for your use only. Do not let family, friends, or others use it, except in an emergency. You are accountable for all activity and charges on the device.
- **Secure the device:** You must keep the phone/tablet safe and secure at all times. It must have a secure password/PIN or equivalent lock, which only you know (and IT, if recovery is needed). Enable any required security features (e.g., device encryption, find-my-phone). Do not jailbreak or tamper with security settings.
- **Avoid prohibited usage:** You cannot use a work device (or work SIM) to:
- Make an unreasonable number of personal calls or excessively long calls.
- Make unauthorized international calls or premium-rate calls/texts (e.g., 0900 or paid subscription numbers) without permission.
- Download or stream excessively large amounts of data for non-work purposes.
- Install unapproved apps that could pose security risks.
- **Cost responsibility:** If personal use is allowed and you exceed reasonable use (for example, large personal data usage or unauthorized charged calls), you may be required to reimburse the company for those costs.
- **Loss or damage:** Take care of the device. If you lose or damage a company device through negligence or misuse, you may have to pay for repair or replacement. Report any loss or theft immediately so we can protect company data (we may remotely disable or wipe the device).

- **Return of device:** Company mobile devices (and accessories like chargers) must be returned when asked or when you leave the company. The device (and its phone number) remains company property unless we agree otherwise. We will remove all company information from it when you return it.

(If you are using your personal mobile device for work emails or apps, ensure it meets our security standards (strong PIN, etc.) and understand that the company may require installation of security controls (like VPN, MDM software) and has rights to remove company data from your device when you leave or if the device is lost.)

PHOTOS AND VIDEOS

We recognize that sometimes employees may take photos or videos at work (for example, showcasing a project or celebrating an event). However, you may only post, publish, or distribute workplace photos/videos if: (a) you have our permission, or (b) it's for a legitimate work-related purpose, and even then you must respect privacy and confidentiality. In practice, this means:

- Always get approval from management before sharing any workplace media publicly (on social media, websites, etc.), unless it's explicitly part of your job to do so.
- Obtain consent from individuals who are identifiable in a photo or video before you share it outside the company. People have privacy rights under the Privacy Act 2020, so you need to be sure they're comfortable being in the image or recording. (For group photos at company events, ensure it's communicated that photos will be taken, and give people a chance to opt out.)
- No sensitive content: Do not capture or share images of confidential materials (e.g., whiteboards with project plans, computer screens with private data) or anything that could reveal trade secrets, personal information, or embarrass someone. If your photo/video accidentally includes such details, do not publish it.
- Professional context: Do not share workplace photos or videos in a way that could harm the company's reputation or an individual's dignity. For example, no posting humiliating videos of colleagues, and no sharing images of accidents or incidents without authorization.
- If taking photos or videos is part of your role (e.g., for marketing), follow all relevant guidelines and ensure all content is reviewed for compliance with this policy before public release.

USE OF AI

"AI tools" refers to software or online services that use artificial intelligence to generate content, code, answers, or recommendations (for example, chatbots like ChatGPT, AI coding assistants, or image generators). The use of AI is becoming common in the workplace, and can be helpful – but it comes with responsibilities and restrictions to ensure we use it safely and ethically:

- **Work Use Only & Approval:** Only use AI tools for legitimate work-related purposes. Any AI tool you use with our work data or on a company device must be company-approved. If you wish to try a new AI service for work, get permission from IT or management first.
- **Protect Confidential Data:** Do not enter or upload any confidential or sensitive company information into an external AI tool unless you have clearance. This includes company plans, customer or employee personal details, financial data, trade secrets, or any non-public information. Once information is on an external AI service, we may lose control of it – treat it as you would posting data on the internet. Always follow the Privacy

Act 2020 and our confidentiality rules when using AI. (For instance, you should not paste a client's personal details into a chatbot to draft a letter; instead use placeholders or generic info.)

- **Obey All Other Rules:** AI use does not exempt you from any policy rules or laws. Anything an AI helps you create must still meet our standards. For example, you cannot use an AI to generate harassing messages, inappropriate images, or illegal content – that would clearly violate our harassment and conduct policies (and likely the law). Similarly, do not use AI to do something unethical, like fabricating an official document or bypassing security.

- **Quality and Accuracy:** AI output is not guaranteed to be correct. You must verify and critically review any content an AI produces before using it for work. You remain responsible for the work you submit. If an AI drafts an email or code for you, read it and fix any errors or misleading parts. Do not blindly trust AI responses especially for important matters – double-check facts, and use your judgment. Remember that AI may have biases or gaps in its knowledge.

- **Human Oversight:** Use AI as a tool to assist you, not to replace your decision-making. Do not let AI make final decisions that you are accountable for. For instance, AI can suggest a plan or analyze data, but a human should make the ultimate decision or approval. Always ensure there is appropriate human oversight for any significant outcome derived from AI.

- **Transparency (if applicable):** If you substantially use AI in preparing any work product (report, design, etc.), be prepared to disclose that to your manager if asked, especially to clarify how you vetted the AI's input. We encourage learning and collaboration, so it's okay to say you got an AI's help – but you must have checked the work carefully.

- **Stay Updated and Safe:** AI technology and its legal/privacy implications are evolving. Follow any future guidelines we issue about AI use. If you're unsure about whether an AI use is allowed, consult the CIO. Also, be aware that some AI tools might integrate with our systems; never grant them access beyond what's authorized. Keep AI plugins or software updated to reduce security risks.

Allowed use example: You may use an AI writing assistant to help draft a template for a routine report, as long as you don't include any confidential details in the prompt and you thoroughly review and edit the AI's draft.
Prohibited use example: It would be against policy to paste a client's entire confidential brief into an online AI service to get suggestions, or to have an AI generate social media posts that include non-public project information.

COMPLIANCE AND ENFORCEMENT

This policy is intended to protect both the company and employees by setting clear expectations for the use of IT and social media. All employees must follow this policy. If you have questions about what is allowed, ask the CIO.

Breaches of this policy are taken seriously. Failure to comply may result in disciplinary action, up to and including termination of employment. In some cases, unlawful conduct may be reported to authorities (for example, serious privacy breaches or harassment using our systems could have legal consequences under New Zealand law).

By using company IT resources or your own IT for work, you acknowledge and agree to abide by this policy. Employees will be asked to sign an acknowledgment of this policy at onboarding and whenever significant updates are made.

ACKNOWLEDGEMENT

I _____ have read, understood and agree to be bound by the above policy conditions.

Signature:

CP.POL04 WORKING FROM HOME / REMOTE WORKING POLICY

The purpose of this policy is to outline guidelines for employees working from a location other than our offices, to facilitate working remotely whilst maintaining productivity. We want to ensure both employer and employee benefit from these arrangements. The company may require staff who are able to work from home, to work from home during a critical event i.e., pandemic, natural disaster etc.

SCOPE

This policy applies to all employees who are deemed able to work from a location other than our office. Employees who undertake most of their work on a computer can occasionally work off site. It does not apply to staff who are required to be present on site to undertake their work duties.

DEFINITION

Working from home (remote working) is a temporary agreement between the employee and their manager to work from a non-office location for one or more days.

1.1 Cambridge Steel Fabricators and Engineers (The Company) recognises that there may be circumstances where it would be beneficial or convenient for an employee to work from home. The Company may therefore, at its sole discretion, and on a case-by-case basis, allow employees to work from home (temporarily or otherwise).

1.2 Working from home arrangements are discretionary and do not constitute a contractual entitlement or create an expectation of permanency unless such arrangement has been expressly contractually agreed between The Company and the employee. The Company sets the following conditions:

a. The Company may, at its sole discretion, determine whether an employee's duties are suitable to be conducted temporarily from the employee's home (or some other location away from the Company's premises).
b. The Company reserves the right to vary, modify or end any working from home arrangement at any time for any reason (in consultation with the employee).
c. The Company does not generally support working from home in situations where an employee or someone who is dependant upon an employee for care is sick or injured.
d. Employees working from home are required to comply with all the Company's policies and instructions, including but not limited to Health and Safety Policies, Procedures, and Instructions; and

Employees who work from home are managed by The Company in the same way and are subject to the same terms, conditions, and policies of employment, unless the arrangements/circumstances warrant and or/justify different treatment.

Reasons that a staff member may wish to work from home may include:

- Emergencies
- Medical Reasons
- Working on a specific project or task

Other reasons may be considered; however, this will be decided on a case-by-case basis.

HEALTH & SAFETY

Employees must ensure that they comply with and abide by their obligations under the Health and Safety at Work Act 2015, its subsequent amendments, and any substituting legislation.

Employees will ensure that they comply with and abide by their obligations under all policies, procedures, directions, and instructions from The Company regarding Health and Safety and will take all reasonably practicable steps to ensure that in the performance of their duties, they do not undermine their own health and safety or the health and safety of any other person.

To meet their responsibilities under the Health & Safety at Work Act 2015, employees who work from home are required to ensure that:

a. They have or make available a suitable workspace to enable and ensure the effective and safe performance of their duties, and their work activities are kept separate from domestic/family activities.
b. They take all reasonably practicable steps to ensure their safety while working from home. This includes identifying, managing, eliminating, or minimising potential hazards as well as immediately reporting such actual/potential hazards to The Company.
c. All work equipment is properly installed and used in accordance with the manufacturer's and/or The Company's instructions (for example, ensuring that electrical sockets/plugs are not overloaded, and that wires and cables are tidy and controlled).
d. They take all reasonable steps to keep the Company's technology and equipment safe and in working order.
e. The seating and lighting available to them is appropriate and sufficient for the safe and effective performance of their duties; and any potential health and safety risks in this respect are immediately notified to The Company.
f. Any work-related hazards or materials are stored securely and are not accessible to family members or others who might be in, or have access to, the home-based workplace.
g. They manage their working time effectively, including taking appropriate rest and meal breaks.
h. They are aware of the risks associated with working alone and take steps to manage them, including bringing any concerns to the immediate attention of The Company.
i. Any sickness or injury or work-related health issues are immediately reported to The Company, as if the employee was working in The Company's office.
j. They have reasonable access to an appropriate first aid kit; and
k. They immediately communicate any concerns or problems in relation to the above, or in relation to working from home in general, with their manager and/or another representative of the company.

WORKING HOURS

You are expected to be available during your usual working hours. Where this cannot be achieved, please communicate with your manager beforehand to ensure changes to working hours can be agreed. If you are unavailable for a lengthy period, please update your TEAMS status to reflect this. Also ensure an 'out of office' is set on your emails and phone if appropriate.

TIMEKEEPING

There is no change to office based timekeeping requirements.

COMMUNICATION

TEAMS is the default method to use for internal communication when working outside of the office. Your manager will also be available via text or phone during standard business hours. TEAMS group chats and video calls are also to be used as a collaboration tool and for internal meetings. Please ensure you tag users in the appropriate threads if you require a response, the same way you would put them in the 'To' field of an email. TEAMS messages should be answered within the same working day unless the message has indicated another priority.

TECHNOLOGY USE

The IT and Social Media Policy outlines acceptable use of company IT equipment when working from home / remotely.

BUSINESS EQUIPMENT

Where the employee uses equipment that is owned by The Company, i.e., laptop computer and/or mobile phone, they must keep this in a safe and secure location and protected from damage or unauthorised use.

If you have any issues with the equipment you use at home, in the first instance please contact the Business Manager. If they are unable to resolve the issue, it may be escalated to IT Partners if the issue is related to IT hardware or software. They can be reached via support@itpartners.co.nz or phone 07 957 2657. If urgent, log the email and follow up with a phone call directly. IT Partners are the only authorised agent to repair or replace equipment. Any equipment repair or replacement needs to be pre-approved by the Managing Director or delegate.

SECURITY PROTOCOLS

All work files should be kept on work devices unless prior permission has been granted. Multi Factor Authentication (MFA) will be enforced to ensure security of company information (laptops and smart phones). Sophos VPN will be installed on any company laptop that requires access to the server when working outside of the office.

VIRTUAL MEETING ETIQUETTE

Virtual meetings should follow the same professional protocols as face-to-face meetings. Please ensure you:

- Mute your microphone upon entering the call.
- Use headphones to minimise background noise.
- Keep your webcam feed on where possible.

APPROVAL PROCEDURE

Working remotely must be pre-approved by your direct manager, in writing (this can be via text message, email or TEAMS chat).

APPROVING WORKING FROM HOME

The following must be considered by both the employee and their manager before requesting/approving work from home:

- Does the employee's role allow working from home i.e., team management, business support role, accessibility?
- Are there any IT/Security issues?
- How will the employee maintain contact with their manager or other staff during the working from home period?
- What hours will they be available (i.e., will the work hours differ from their normal working day)
- Is there a dedicated quiet space that the employee will undertake their work from home?
- The ergonomics of the equipment used in working from home must be appropriate. If required, The Company reserves the right to undertake an on-site check to ensure H&S requirements are met.
- What are the conditions of the employees' home or alternative place of work i.e., internet connection, phone coverage?
- What will be the agreed outputs over the period of working from home?
- How will productivity/effectiveness be measured?

A Flexible Work Application Form is required to be completed by both parties if there is a request to regularly work from home.

EXPENSES

The Company will reimburse the employee for all reasonable work expenses. This includes allowances for internet usage when working remotely or use of own devices for phone calls. Expense reimbursement requests can be forwarded to accounts@steelfab.co.nz

LIABILITY

The Company does not accept any liability for damage to the employee's home environment or property because of participation in this working from home policy.

EMPLOYEE'S RESPONSIBILITIES

When working remotely, it is the responsibility of the employees to ensure that they:

- Comply with the guidelines contained in this document as well as other organisational policies and procedures.
- Only work from a location that is safe and suitable for working remotely.
- Do not work during annual leave or sick leave specified on a medical certificate.
- Do not hold meetings with customers or other employees at their home.

- Make necessary childcare arrangements and don't treat working from home as a substitute for childcare.
- They must be available to be contacted during the agreed/nominated hours of work.
- They take appropriate rest and meal breaks in accordance with the Employment Relations Act 2000 and any corresponding agreement between the employee and The Company.
- They perform their duties and obligations to the best of their abilities and do not mislead the Company in any way while working from home.
- They must have a reliable and fast internet connection which allows them to work seamlessly from their remote office location.

RELATED POLICIES AND LEGISLATION

- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- IT and Social Media Policy

ACKNOWLEDGEMENT

I _____ have read, understood, and agree to be bound by the above policy conditions.

Signature:

Date: