



Company Policies

Quality Assurance

It is Cambridge Steel Fabricators and Engineers Limited's quality objective to achieve and maintain AS/NZS 5131 and Steel Fabricator Certification.

Our Quality Policy is defined and strongly driven by the following management principles and behaviours:

- Build a mutually profitable relationship with our customers, ensuring their long-term success, through the understanding of their needs and the needs of their customers as well
- Achieve our commitments for quality, cost, and schedule
- Ensure use of best preventive practices at all levels and ensure reliable risk management
- Drive continual improvement and innovation based upon efficient business processes, well-defined measurements, best practices, and customer surveys
- Develop staff competencies, empowerment and accountability through appropriate development programs and show strong management involvement and commitment

The mission of Cambridge Steel Fabricators and Engineers is to be the leader in providing hassle free steel construction. Using these guiding principles, everyone at Cambridge Steel Fabricators and Engineers is accountable for fully satisfying our customers.





Health, Safety and Wellbeing

This Health and Safety Policy has been written to show that the management of Cambridge Steel Fabricators and Engineers is committed to fulfilling its health and safety duties, so far as is reasonably practicable, by providing and maintaining a Safe and Healthy working environment for all Workers, Visitors, and Contractors/sub-contractors at this Workplace/site, and when working at, or visiting, a client's workplace/site.

The management of **Cambridge Steel Fabricators and Engineers** is committed to meeting all of its duties, under the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Act Regulations 2016, and all relevant Codes of Practice, Guidelines, and Standards.

The management of **Cambridge Steel Fabricators and Engineers** is committed to operating and maintaining a compliant, up to date, Occupational Health and Safety (OHS) Management System.

The management of **Cambridge Steel Fabricators and Engineers** is committed to continuous improvement, pursuing best practice in occupational health and safety, and providing the required information, training, and supervision needed to achieve this.

The management of **Cambridge Steel Fabricators and Engineers** is committed to regular consultation on Health and Safety matters with all stakeholders including, Workers and their representatives, Health and Safety Representatives, Supervisors, H&S Officers, H&S committees, Contractors/sub-contractors, Suppliers, Clients, and Independent experts.

The management of Cambridge Steel Fabricators and Engineers will:

- **Allocate adequate resources** to fulfil the aims of this Health and Safety Policy.
- **Annually appoint and train a Health and Safety Officer/Manager** to manage and oversee the Occupational Health and Safety Management System.
- **Establish measurable Health and Safety objectives** to ensure continued improvement of the Occupational Health and Safety Management System aimed at the elimination of work-related injury and illness.
- **Review annually** (or after a notifiable injury, illness or incident) the Occupational Health and Safety Management System.
- **Systematically identify, control, monitor and review** all existing, and new Hazards/Risks at all Workplaces/sites.
- Ensuring, so far as is reasonably practicable, all Hazards and Risks are either **Eliminated** or **Minimised**.
- Regularly manage and review the **Hazard/Risk Control Measures**.
- Ensure that all **Plant and Equipment** is regularly maintained, safe to use, and properly 'guarded'.
- Create **Safe Operating Procedures** for all high risk Plant and Equipment.
- Complete a **Job Safety Analysis** for all high risk Tasks Performed.
- Manage and control all **Hazardous Substances** at all Workplaces/sites.
- Create and maintain a **Reference Library** of all applicable Standards, Codes of Practice, and Guidelines.
- Provide and maintain **First Aid Equipment**, and trained **First Aiders**.
- Provide, maintain and ensure the use of **Personal Protective Equipment (PPE)**, where appropriate.
- Develop and implement **Emergency** and **Evacuation** procedures for all Workplaces/sites.





- Control, manage and induct all **Visitors** and **Contractors/sub-contractors** at all Workplaces/sites.
- Ensure that all Contractors and sub-contractors are actively managing Health and Safety for themselves and their employees/sub-contractors.
- Actively encourage the early reporting of any **pain or discomfort**.
- Encourage accurate and timely reporting and recording of all **injuries, illnesses, incidents, and near misses**.
- **Report** all Notifiable injuries, illnesses and incidents to **WorkSafe New Zealand** as soon as practicable by phone, and in writing within 48-hours.
- **Investigate** all reported injuries, illnesses, incidents and near misses to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Provide **treatment and rehabilitation plans** that ensure a safe, early and durable return to work.
- **Monitor** and manage the worker's health, their exposure to Workplace Hazards, drug and alcohol use, and fatigue.
- Encourage **worker participation** and consultation in all Health and Safety matters.
- Enable workers to elect **Health and Safety representatives**.
- Establish a **Health and Safety Committee** that includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health and Safety policies, systems and practices.
- Ensure that all workers are **adequately trained and supervised**.
- Ensure that all **Workers, Visitors and Contractors/subcontractors** are made aware of the Hazards/Risks in their Work area(s) and are adequately trained so they can carry out their duties in a safe manner.
- Ensure that every manager, supervisor or foreperson is aware of their duties for the Health and Safety of all workers working under their direction.
- Encourage **management participation** and consultation in all Health and Safety matters.
- **Annually review** the Health and Safety objectives, and managers' performance.
- Promote a system of **continuous improvement**, including annual reviews of policies and procedures.

All Workers, Visitors and Contractors/subcontractors using this Workplace/site as a place of work or visiting on business, are expected to share in Cambridge Steel Fabricators and Engineers commitment to Workplace Health and Safety.

All Workers, Visitors and Contractors/subcontractors will:

- Take '**reasonable care**' for their own health and safety.
- Take '**reasonable care**' that their acts or omissions do not adversely affect the health and safety of other persons.
- Follow and obey all **Safe work procedures**, rules and any instruction given in relating to Health and Safety.
- Ensure that all **Plant and Equipment** is maintained, safe to use, and properly 'guarded' before using it.
- Wear and use **Personal Protective Equipment (PPE)** and Safety equipment.
- Follow and obey all **Emergency** and **Evacuation** procedures, and instructions.
- Report any **pain or discomfort** as soon as possible.
- Report all **injuries, illnesses, incidents, and near misses** and **Hazards/Risks** to the designated person(s).





- Take an active role in the company's **treatment and rehabilitation plan**, for their 'early and durable return to work'.
- Be actively involved in all **Health and Safety matters**.
- Keep the Work Area tidy and clean, to minimise the risk of any **trips, slips and falls**.

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.
- Check in with you at agreed times to ensure your workload is manageable, and to discuss any issues.
- 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
- 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.

SunSmart

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.

Help finding 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 work/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.

Family Violence

We are committed to doing all we reasonably can to support employees who are victims of family violence. If you are affected by family violence you will not be discriminated against or treated unfairly. Where possible, we will protect the privacy of employees who are experiencing family violence.

All requests for family violence leave or short-term safety measures at work will be considered urgently.

We define family violence as physical, sexual or psychological abuse.

Leave

Our employees can take up to ten days of paid domestic violence leave if they are affected by family violence, in addition to annual leave and sick leave.

We may ask for supporting information from the police, government departments, a health professional or a family violence support service. This will be at the discretion of the Managing Director.

Staff training

The Office Manager in our workplace is identified as a “crisis manager” and is trained to provide appropriate referrals and support to staff experiencing family violence.

Short-term safety measures

A workplace safety plan will be developed between the employee who is concerned about their safety at work due to family violence and the Office Manager.

An employee is entitled to short-term flexible working arrangements including:

- flexibility in work hours and days of work
- flexibility in duties at work
- flexibility in place of work

Short-term flexible working requests will be considered urgently (within 10 working days or sooner). The plan



might also cover areas like:

- stopping the perpetrator from contacting the victim at work
- re-routing payslips and changing bank accounts
- designating a person to monitor attendance and follow up in the event of unplanned absences, including an appropriate emergency contact or potential code word to use in the event of danger

Longer-term safety measures

An employee who is affected by family violence is entitled to request a permanent change to their working hours or days of work.

Referrals to support services

Our employees will know what the specialist support services are for those affected by family violence, and the appropriate services for those employees who want to stop using violence. This will be included in our induction for all new employees.

IT and Social Media

We understand that using information technology (IT) at work can help to do your job and balance your work and life. But it should not interfere with your work duties or harm the business.

The policy sets out what is acceptable use of IT and applies to:

- All employees, contractors and subcontractors who use our technology and systems.
- Work IT, personal IT used at work, or for work and any other IT used for work purposes.

What our policy is

You must use IT and systems responsibly and reasonably. Your use must not interfere with your work duties, harm our business or other people, or be illegal.

This means you can't:

- harm our business or its reputation
- infringe rights or the law
- cause legal problems for the business, eg defaming someone or making false claims
- harass, bully or offend anyone
- disclose any confidential information about our business, customers, clients or other private or confidential information except as is lawfully required by your job
- risk the security, safety or ability of our systems, eg by downloading, streaming or storing music, video or images or by opening suspicious or unexpected attachments except as is lawfully required by your job.

You are also responsible for:

- Keeping all work information, eg contact information, files and emails, secure.
- Keeping any work devices safe and secure when they are outside the workplace.

Hardware and software

You can use our hardware and software — including PCs, tablets, data sticks, compact discs, digital files



and information, operating systems, programs, apps and social media.

You can use our internet access, including Wi-Fi, if you:

- use software and hardware we've approved
- keep passwords secret and hard to guess
- keep our Wi-Fi user names, access codes and passwords confidential.

You can't view or download material, or visit websites that could be thought offensive, inappropriate or illegal.

You can use our computers and internet connection:

- For personal use, as long as it's at a reasonable level and doesn't make you less productive.
- Outside the workplace if you have permission your manager

Email

If you use our work email account(s), you must meet the house rules set out at the start of this policy. You must:

- only use email accounts you have permission to.
- meet New Zealand's anti-spam rules when sending emails to numerous addresses, eg marketing messages to customer lists.
- get permission before you send unsolicited electronic messages to people, e.g. marketing or promotional material.

You can use work email for:

- Personal use at work as long as it is at a reasonable level.

Social media

Use of our work social media account(s) must meet the house rules set out at the start of this policy. You can:

- Access and use social media using our IT for personal purposes as long as it is reasonable.

Mobile devices

We may lend you a mobile phone and/or tablet. Your use of our devices must meet the rules set out at the start of this policy. You cannot use our mobile devices for personal use unless we have agreed to this. Your mobile is for your use only, except for emergency situations.

You cannot view or download material or visit websites that could be thought offensive, inappropriate or illegal.

You must keep the phone/mobile device safe and secure. It must have a password that is secret and hard to guess.

You may have to pay to replace a device you lost or damaged either on purpose or because you were careless.



Never let other people use your device unless we allow you to.

You must return the phone or tablet and chargers to us if we ask you to or when you stop working for us. We will keep ownership of the device — and its number if it's a phone — unless we agree otherwise.

If you are allowed personal use of a work-owned mobile device, you must not:

- Make an unreasonable number (or duration) of calls.
- Make international calls.
- Make calls or texts with additional charges eg to 0900 numbers.
- Download or use unreasonable amounts of data.

If you are allowed personal use of a work-owned mobile device and you make calls or texts that are in breach of this policy, you may be expected to pay for their cost.

Photos and videos

- You can post, publish or distribute photos or videos taken in the workplace with our permission or if it's for a lawful work-related purpose.

Flexible Work

A flexible working policy allows you to do your job at a time, place and way that helps balance your life and work.

Flexible working offers benefits to you and our business, but it must not cause serious difficulties for our business or affect your job performance.

Flexible working can help with:

- managing family demands, eg childcare or looking after a family member who is injured or has a long-term illness.
- part-time study
- cultural or sporting activities
- lifestyle choices
- volunteering in the community
- managing a medical condition
- gradually moving into retirement.
- changes to start and finish times, eg 10am-6pm instead of 8.30am-5pm
- different place of work for some or all working hours, eg from home 2 days a week

What our policy is

You can apply to change your working arrangements any time, from the first day you're employed.

We'll tell you as soon as possible — and within one month — if we've approved your request or turned it down.

We'll consider every request and agree to it where this fits with the team, our business and customers.



How to make a request

Apply in writing to your manager saying what change you would like. Include your name and the date and that the request is made under part 6AA of the Employment Relations Act.

It's helpful to explain your reason for making the request, but you don't have to.

Save Driving Policy

We want our workplace to have a safe driving culture. This policy outlines expectations on both employees and the company to achieve this.

This policy applies to all employees at our workplace driving a work vehicle or driving a personal vehicle for work purposes. This also includes travel to and from the workplace.

Our expectations of employees:

- Comply with the New Zealand road code and all traffic laws, rules and regulations
- Comply with this Safe Driving policy and associated standards and procedures
- Attend driver training if required for your role
- Avoid aggressive road behaviour
- Advise your manager of 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
- Hold a current licence for the correct classes of vehicle, ensure that endorsements are valid and carry your licence with you when driving

As your employer we will:

- Ensure compliance to this Safe Driving policy and associated standards and procedures
- Hold employee driving records and ensure employees are trained and licenced appropriate 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 remained licensed and keeping accurate records of this
- Commit for all new vehicle purchases or leases to only include vehicles with at least a four- star ANCAP rating
- 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

Vehicle Replacement Policy

All leased Motor Vehicles will be replaced after no more than five years. All leased vehicles will be of white colour and fit for purpose based on the role of the driver assigned to it.

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 member. This is both for FBT calculations and Insurance requirements.

Fuel

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 myBP phone app.

The vehicle must only be filled with the recommended fuel.

Maintenance

The vehicle shall be serviced as per manufacturer service schedule at an approved agent. 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 stickers when issued must be promptly affixed and the old sticker removed to ensure the vehicle has a current warrant displayed at all times.

Motor Vehicle Reimbursement Rate for Use of Private Motor Vehicles

The Inland Revenue Department ("IRD") have nominated a current reimbursement rate for employees for mileage travelled in their private vehicle for business purpose 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.

If in the unlikely event an employee will use their own personal vehicle for business travel in excess of 5,000km, the Managing Director will liaise with the employee and their manager to determine the appropriate rate in accordance with IRD regulations.

At all times staff involved should first ensure that a Company vehicle is not available for the travel in question. A request for reimbursement of work-related travel using a private vehicle should be made via a note in the employee Timesheet and approved by the manager as part of the weekly timesheet approval. Reimbursement will be made via payroll.

Other Drivers

Only Cambridge Steel Fabricators and Engineers employees are permitted to drive company vehicles. 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 Office Manager (who in turn will notify the Company's Insurance company).

At the time of the accident you must:

- 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.
- The make and registration numbers of the vehicle(s) involved.
- The names of the other driver(s) insurance company.
- Give your name to the other driver(s) of the vehicle(s) involved.
- Give the company name as owner of the vehicle.
- Name of our insurer as advised from time to time (currently FMG Insurance).
- Not make any admission of liability.
- Complete an incident form without delay.

Where the vehicle is involved in an accident which is found to 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 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 having a current 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.

Conduct while Driving

Employees should ensure they follow appropriate conduct whilst driving company vehicles or own vehicles for work purposes. Employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. This includes but not limited:

- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Employees should not drive after 16 hours since their last sleep and their sleep must be sufficient to ensure people are not fatigued before driving. In the case of Commercial or Heavy Vehicles, where legislation prescribes compulsory rest breaks, these must be adhered to and records kept where applicable.
- restricting use of devices unless using a handsfree kit
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a seatbelt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- transportation of any hitchhiker or non-authorized passengers is strictly prohibited in any company vehicle at any time
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- report vehicle defects to your manager before the next vehicle use
- never (at any time) leave any intellectual property or materials i.e. Company laptops, phones or confidential information in your work vehicle

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:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a license

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:



- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request

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

Charitable Giving Policy

Cambridge Steel Fabricators and Engineers Ltd. wishes to demonstrate 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 which 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.

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 Management Team.



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, and
- 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.

The End Goal

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



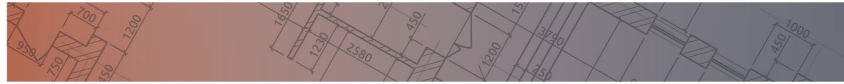
Environmental Policy

Cambridge Steel Fabricators & Engineers Limited is committed to understanding and minimizing the impact of our operations on the environment, through education of employees, best practice procedures, compliance with legislative requirements and conforming to any specific environmental requirements of individual sites and clients.

Reducing the impact of our business on the environment is a key pillar of Cambridge Steel Fabricators “Sustainability Strategy”. We do this while continuing to meet the expectations of our clients for service and quality and providing a safe work environment for all employees.

This will be achieved by:

1. Aiming to achieve a level of environmental performance, which goes beyond that required for legal compliance and other requirements to which Cambridge Steel Fabricators subscribes.
2. Promoting environmental awareness among all employees of Cambridge Steel Fabricators and those working on our behalf to identify and act upon opportunities to prevent pollution and to minimize any adverse environmental impacts and issues associated with their roles and responsibilities.
3. Include environmental considerations through the development and annual review of environmental objectives and targets by Management sourcing and maintaining, up to date records on government regulations and legislation concerning the environment and informing staff of these requirements, and any changes to regulations and legislation, as they are promulgated.
4. Conducting our operations in a sustainable manner that ensures work practices give the required consideration to the environment by reducing, reusing, recycling, and disposing of waste safely, to minimize pollution and environmental impact.
5. Identify and implement ways to improve the efficiency with which we use resources including water, energy, packaging, and chemicals.
6. Complying with the environmental policies of the clients for whom we work.
7. Implementing rehabilitation practices that limit the potential for erosion and land degradation.
8. We will ensure we put controls in place to minimize dust and noise in accordance with industry best practice.
9. Protect our river waterways by not allowing harmful wastewater to enter our storm water drain systems. This is done by ensuring our contractors/employees:
 - Dispose of all wastewaters correctly and where deemed necessary by using an approved liquid waste handler.



Learning and Development Policy

Purpose

Cambridge Steel Fabricators and Engineers (“The Company”) is committed to continually expanding knowledge and skills of all employees. The company aims to continue to build organisational capability through the development of employees and ensure that the company is a learning organisation.

Scope

This policy applies to all company employees.

Principals and Expectations

The company is committed to providing appropriate learning and development opportunities to all employees in order to support high performance in their current role and prepare them for future opportunities.

Learning and Development may be focused on the specific technical requirements of an employee’s role (for example, trade qualifications or HS qualifications), more general business based skills (such as the use of software or presentation skills) or developmental needs (such as leadership skills)

This will either be on the job, through informal coaching and instruction, or through formal courses and events with external providers.

All learning and development activities are expected to consider the following principles:

- Specific skills or knowledge necessary for the future advancement of the employee within their current role, or within the company, will be the focus for learning and development activities
- Learning and Development activities must be aligned to, and documented in, the performance planning and review process
- An organisational focus of the company is continuing to build capability, therefore the importance of ongoing learning and development is recognised.
- L&D activities will support and align to the company’s strategic decision and/or business plans.

Delegations

Ultimately you are responsible for managing your own learning and development, however your manager will work with you to identify development opportunities that relate to your current role or internal development pathway.

Most learning and development opportunities come from experiences within the job or the wider company. In the cases where a course, training programme or other external activity is considered necessary, and a cost attached, this will need to be pre-approved by the appropriate delegated authority. This may also be subject to a training bond.





Policy Breaches

These policies reflect 'the way we do things around here'. Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer
-
- make sure you know the required behaviour expected from now on
- take disciplinary action if necessary.

See our code of conduct and the 'Serious misconduct' clause of your employment agreement for more information about what behaviour is expected and what action may be taken for breaches.

