

Corporate and Social Responsibility Policy

Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited, AssetFuture Pty Limited and AssetProjects Pty Ltd Corporate and Social Responsibility Policy describes Assetlink’s commitment to acting and having; the highest standards of responsible business practice and sustainability.

Principles

Assetlink ensures that its corporate and social responsibility to its team members and the community, is met through a range of internal processes and procedures, and external programs and initiatives.

RACI

Responsible	It is the responsibility of the Executive to implement, maintain and communicate this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy consultation should be carried out with the Executive and Senior Leadership teams.
Informed	All changes to this policy should be communicated to all team members and relevant contractors.

Operation and Incidence

Assetlink stands by its vision – “To change the lives of those we work with by connecting them with the best opportunities of the Australian community”.

Community Engagement

Assetlink makes commitments on a regular and ad hoc basis to organisations of our choice.

Engagement in community activities is supported by both Assetlink, and in partnership with our client community commitments.

Workforce Stewardship

We will stay abreast of best practice through;

- Membership of the Building Service Contractors Association of Australia, the Australian Human Resource Institute, the Risk Management Institution of Australia, National Safety Council of Australia, certification via the ISO process, and an annual audit by the Corporate Research Foundation’s (CRF) Top Employer Australia certification process.
- Abiding by current regulatory requirements, measuring compliance, and acting on those changes to support our responsibility to our team members.
- Providing support and mentoring services to our team members. Assetlink trains, briefs, and mentors managers and supervisors on their responsibilities, ensuring team members are engaged and work in an environment that is fair and equitable.

Political Donations

Assetlink does not align itself to any political parties or their affiliations.

Sustainable Supply Chain

Assetlink manages service delivery and supplier sustainability through long term relationship management with suppliers and subcontractors. Service agreements are in place for service providers and standard product delivery agreements for resources. The preferred suppliers are linked to Assetlink's purchasing system; ensuring that only preferred suppliers are used on our sites.

Labour Standards and Human Rights

Assetlink believes that every person has inherent dignity and value, and human rights help us to recognise and respect that fundamental worth in ourselves and in each other. Team members and sub-contractors will be treated with respect and dignity. No threat of violence, sexual exploitation, abuse, or bullying and harassment (verbal or psychological) will be accepted.

In ensuring our team members are employed under fair working conditions, Assetlink complies with the relevant employment legislation and working conditions as deemed by the federal, state, and territory governments, and in association with standards outlined by other relevant bodies.

Assetlink complies with the intent of the following legislation pertinent to human rights:

- Age Discrimination Act 2004
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Fair Work Act 2009
- WHS Act 2011

**and any other applicable or pertinent legislation, regulation, or convention now and as amended.*

Assetlink will ensure that these procedures are communicated to team members to support this policy.

Living Wage

Wages and benefits paid for a standard working week must satisfy, at a minimum, national Legal requirements. In Australia this is specifically set via the award structure; or for non-award team members our Remuneration Policy.

Assetlink must ensure:

- The provision of safe and healthy working facilities and appropriate precautionary measures.
- Protection of team members from work-related hazards and anticipated dangers in the workplace.
- Workers receive regular and recorded health and safety training.
- That accommodation, where provided, is clean, safe, and meets the basic needs of the team members.

Assetlink (all operations including offshore) must:

- Follow all relevant legislation, regulations and directives in the countries we operate in to ensure a safe and healthy workplace;
- Ensure, at a minimum, that systems are implemented for the prevention of occupational injury and illness including, fire safety; emergency preparedness and response; industrial hygiene; lighting

and ventilation; machinery safeguarding; reporting, and investigation of occupational injuries and illness;

- Reasonable access to potable water;
- Assign responsibility for health and safety to a management representative.

Whistle Blower Policy

A person, who believes, on reasonable grounds, that Assetlink, a team member, or a contractor of Assetlink has engaged in, is engaging in, or proposes to engage in, corrupt or detrimental behaviour, can make a disclosure. Disclosures must be about improper conduct. Improper conduct means:

- Corrupt conduct (dishonesty, fraud, theft, breach of public trust, misuse of information or material acquired in the course of their performance, conspiracy or attempt to engage in any of the aforementioned); or
- A substantial mismanagement of resources; or
- Conduct involving substantial risk to public health or safety; or
- Conduct involving substantial risk to the environment;

That would if proved constitute a criminal offence; or reasonable grounds for dismissal.

A disclosure can be made orally or in writing to the Managing Director. A disclosure can be made anonymously or if by a recognised person, will be kept strictly confidential.

Monitoring and Reporting Mechanisms

Assetlink will have systems in place to monitor client services against contractual key performance indicators. Monitoring is undertaken monthly through inspection processes and random audit; and reported to senior management on a monthly basis.

Risk control processes are in place to act upon monitoring outcomes and to seek continuous improvement. The risks identified shall be analysed and evaluated by reviewing the procedures, practices and processes that govern Assetlink's operations, and treated using the principle of descending control options.

Performance reporting is undertaken through client meetings and is aligned to client needs as determined in contract arrangements. Reports are also copied into the electronic filing cabinet accessible through the Assetlink intranet.

Resource Management

Assetlink reviews its resources' capability at the time of annual contract review, and on commencement of a new contract. Resources are assigned to each client according to project needs and at the time of resource allocation. Second tier providers are identified in the case of emergencies or when additional resource provision is required. These are approved by the contract manager and reviewed annually. Assetlink respects the privacy of our team members and clients, and has in place systems and procedures to protect their privacy.

Freedom of Association

Assetlink adopts an open attitude towards the legitimate activities of trade unions. Union representatives are allowed to carry out their legitimate representative functions in the workplace and must not be discriminated against.

Corruption, bribery and extortion

Bribery and corruption in all Assetlink business dealings is prohibited. This prohibition applies equally as well to consultants, and /or third parties who deal with others on behalf of Assetlink including suppliers.

Our policy prohibits the offer, promise, gift or authorisation of the giving of a payment or anything else of value, directly or through an intermediary, to government official in an effort to influence official action. This includes officer, employee of government of any level, government-owned or controlled entity or enterprise.

Kick-backs, facilitation payments, secret commissions or similar payments are not under any circumstances are permitted. Payments include cash payments and can include other things such as hospitality, travel, favours and business opportunities.

End of Policy