

Third Party Engagement Policy

Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited, AssetFuture Pty Limited and AssetProjects Pty Ltd, from time to time, engages people and companies, to provide a range of services on a temporary basis, to complement its permanent team members. The purpose of this policy is to communicate the means by which a service provider qualifies as a preferred supplier to Assetlink.

It is of critical importance to Assetlink that confidential information remains secure at all times. This Policy establishes the minimum standard for information security that should be applied by relevant Third Party providers to protect Assetlink resources and data.

Principles

- Terms and Conditions will be clearly defined at the commencement of any engagement.
- Terms and Conditions shall clearly specify all requirements of The Fair Work Act 2009 and any other allied regulation
- Service Providers will be thoroughly screened at engagement for alignment to Assetlink’s certifications and Legislative and regulatory obligations.
- **No one shall work on an Assetlink site without Work Gateway clearance.**
- All requisite training will be provided on an ongoing basis as required by both Assetlink and the client.
- All Third Party providers will be completely compliant with the requirements of ASL-PRO-007 Service Provider Procedure.
- A regular audit and inspection program will be undertaken by Assetlink to ensure ongoing compliance.
- All work will be monitored via an Assetlink approved timekeeping system.
- All Third Party providers will not change any aspect of Assetlink operations that would degrade or adversely impact the level of security provided to Assetlink information.
- Assetlink shall be informed immediately of any changes to the Third Party provider personnel so that access to Assetlink systems can be disabled and any required new account can be created.
- All Third Party providers will implement information security best practices across all supplied software, hardware and information to safeguard the confidentiality and integrity of Assetlink information.

Assetlink is determined that all legal and other principles under Australian (Federal/State) law and regulations will be upheld. Particular areas of interest include (but are not limited to):

- WHS,
- Equity,
- Fair Employment,
- Immigration Compliance.

RACI

Responsible Anyone who knowingly breaches this company policy will be deemed by Assetlink to have assumed **personal responsibility** for the breach. It is the responsibility of the Chief Financial Officer to 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 leadership team.
Informed	All changes to this policy should be communicated to all team members and relevant contractors.

Operation and Incidence

This policy applies on any Assetlink site, for anyone employed in any capacity.

Assetlink relies on external service providers to enhance its business operations and the quality of services provided to its clients. A service provider will be engaged as and when needed to fulfil a role when a specialised service or function is unable to be provided internally.

A service provider will only be appointed to provide a service to Assetlink after a thorough qualification and approval process. The qualification and approval process requires that the service provider:

- Complete a 'New Supplier' form authorised by a General Manager.
- Has a current ABN.
- Signs off on the Assetlink terms of trade.
- Submits their OHS/WHS plan and insurance for independent assessment.
- Meets the cost of the independent assessment.
- Meets all statutory requirements.
- Provides induction training as prescribed by Assetlink and the client.
- Does not participate in pyramid sub-contracting; whereby a service provider hires another service provider to perform services for Assetlink.
- Has current Workers Compensation and Public Liability Insurance.
- Will be required to complete a Subcontractor Statement monthly detailing that all legislative requirements have been met.
- Maintain the security and integrity of all information, data and access provided to them in the course of their operations

Subject to meeting the assessment criteria, the independent assessor lists the service provider as a preferred supplier and advises both the service provider and Assetlink.

A General Manager can recommend and approve the engagement of preferred suppliers while the Chief Financial Officer has the final authorisation over this engagement and can reject the recommendation.

End of Policy