

Third Party Engagement Policy

Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited and AssetFuture Pty Limited, 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.

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.

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.

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| 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.

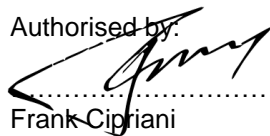


A service provider will only be appointed to provide a service to Assetlink after a thorough qualification and approval process. The qualification and approval process requires that the service provider:

- Complete a 'New Supplier' form authorised by the Head of Assetlink Services.
- 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.

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.

The Chief Financial Officer has final approval over the engagement of service providers.

Authorised by:

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Frank Cipriani
Chief Financial Officer


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Aurora Fonte
Managing Director