

## Health Safety and Environmental Policy (HSE)

At SMP Engineering our health safety and environmental goal is for Zero Harm:

- + Zero harm to our employees health,
- + Zero harm to the safety of our employees, our clients or others, and
- + Zero harm to the environment in which we work.

SMP Engineering will ensure compliance with the Occupational Health and Safety Act and Regulations. We will always put the safety of our people first.

The leadership of SMP Engineering is committed to building and maintaining a work culture that supports our goals. Through the provision of adequate resources, induction, training, effective risk assessment tools and open communication we ensure we can achieve our goals.

All SMP Engineering employees are expected to commit to our goals and comply with our procedures and systems, Occupational Health and Safety and Environmental Regulations and Standards.

Employees are expected to respect the Occupational Health and Safety and Environmental policies and procedures of our clients and immediately raise any inconsistencies with their immediate supervision. We encourage employees to think through all work tasks using the following safety tools as a minimum:

- + Take Five,
- + Job Safety Analysis, and
- + Safety Interactions.

We will protect the environment in which we work and seek ways to minimise or eliminate inefficient energy practises in all our activities. This will be achieved through the following processes:

- + Reduce
- + Re-use
- + Recycle, and
- + Rethink

We will engage with our clients and discuss risks to the environment and agree appropriate controls. All our actions relating to the environment, where possible will be based on best practice.

SMP Engineering leadership will make Occupational Health and Safety and threats to the work environment a priority at all times. We will work collaboratively with clients to control or eliminate risks and hazards.

We will strive to continuously improve and ensure that at risk behaviours are not tolerated. Our culture will reward those that settle for nothing less than our goal of Zero Harm.



Troy Cawthan  
Managing Director

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HSE 01

Structural + Mechanical + Piping + Engineering

## Human Resource Policy (HRP)

At SMP Engineering we value our people. Through trust, honesty and commitment we will develop our team and ensure we enable our people to be the best they can be.

We aim to provide stimulating work for our employees and to develop a work culture that allows people to develop skills and work to the highest standards within relevant legislative requirements.

The leadership of SMP Engineering will provide the necessary resources to ensure:

- + Recruitment and selection is performed fairly and focuses on matching skills and qualifications to worksopes
- + Regular constructive feedback is given on performance
- + Practical induction training is provided to allow our employees to understand our organisation and the way we work
- + Employment instruments used are fair, representative of market conditions, performance and the level of responsibility
- + Dispute resolution is managed transparently and with respect
- + Employees are encouraged to enhance their skills and may be offered professional training opportunities
- + All employees are aware that SMP Engineering is an equal opportunity employer and will not tolerate any forms of discrimination or harassment

Employees will be provided every support to ensure they respect the rights of others through open communication, the provision of clear instructions, procedures and policies.



Troy Cawthan  
Managing Director

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HR01

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## Quality Management Policy (QMP)

SMP Engineering aims to meet or exceed AS/NZS ISO 9001:2000. We are committed to producing results of the highest quality.

We look at quality from two dimensions: service quality as perceived by our clients and quality project outcomes. We are driven by a desire to continuously improve the quality of our operations and the services we provide.

Excellent service quality to our clients will be achieved by:

- + Clearly understanding customer required outcomes
- + Maintaining processes and procedures which support a high quality
- + Support open communications and flexibility in meeting the changing needs of our clients
- + Maintaining sound change management disciplines
- + Delivering services on time within agreed budgets
- + Providing a culture where continuous improvement is encouraged
- + Appropriately inducting and training employees to understand our quality standards

Quality project outcomes will be achieved by:

- + Superior safety performance
- + Delivering on schedule
- + Delivering within agreed budget parameters
- + Workscopes completed as per specification
- + Ease and accuracy of administration
- + Project closeout capturing all learnings and shared with key stakeholders

Our business success will be measured by:

- + Client feedback and repeat business
- + Profit consistent with commercial goals
- + All invoices paid in full and on time

We encourage our employees to strive for continuous improvement.



Troy Cawthan  
Managing Director

Initial \_\_\_\_\_

QM 01

## Code of Conduct Policy

### Personal and Professional Behaviour

- All staff should comply with SMP Engineering's Occupational Health and Safety policy along with the relevant government regulations and appropriate professional standards.

### Behaviour outside Hours of Duty

- Staff shall conduct their personal affairs in a manner that does not affect their official duties. Staff shall be aware that their activity or behaviour outside of working hours could bring the integrity of the company into disrepute.

### Alcohol and Drugs

All employees and subcontractors must adhere to SMP Engineering's Drug and Alcohol policy.

### Personal Presentation

- In order to promote a professional image that enhances the technical services made available by SMP Engineering and promotes the corporate image, all staff members shall maintain a high standard of grooming and personal presentation.

### Interaction with Colleagues

- Staff shall work cooperatively with colleagues, support and learn from each other and accept differences in personal style.

### Equal Employment Opportunity

- Staff decision making and professional conduct shall be consistent with the provisions of Equal Opportunity Legislation. Staff shall ensure they observe the EEO principles, exhibit appropriate behaviours and provide a work environment free of harassment, bullying and discrimination.

### Conflict of Interest

- Staff and subcontractors shall act in the best interests of SMP Engineering and not in any manner designed to gain an unfair advantage for themselves or for other individuals, family, friends or business acquaintances.

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## Confidentiality Agreement

### 1. Confidentiality

- 1.1. In the course of your employment with SMP Engineering (SMP) you will receive and acquire confidential information that is the property of SMP.
- 1.2. You must during and after your employment with SMP take all reasonable steps to keep confidential all information that is disclosed to or obtained by you as a result of or during the course of your employment with SMP.
- 1.3. You must not either during or after your employment with SMP:
- 1.3.1. Disclose to any person confidential information relating to the business or affairs of SMP, its employees or customers unless specifically authorised to so by the Managing Director of SMP in writing.
- 1.3.2. Other than to the extent that it is necessary to enable you to perform your duties:
- (i) make extracts from, copy or duplicate confidential information;
  - (ii) make adaptations of confidential information;
  - (iii) make use of confidential information for private purposes, or in any manner which may, or is calculated to cause injury or loss to SMP, its employees or customers; and
  - (iv) other than for the benefit of SMP make notes, documents, working papers or memorandum relating to any matter within scope of the business of SMP or concerning any of its dealings or affairs.
- 1.4 Clause 1.2 and 1.3 shall continue to apply despite the termination or cessation of your employment by either SMP or you.
- 1.5 Without limiting the generality of the above, for the purpose of this clause, "confidential information" means and includes any information relating to SMP, its business and activity including but not limited to intellectual property, financial information and other commercially valuable information in whatever form but excluding any matter that has become public knowledge or part of the public domain and all other information provided by you which is either labelled or expressed to be confidential, or given to you in circumstance where one would expect information to be confidential to SMP.

### 2. Return of Property on Cessation

Upon cessation of your employment, you are required to deliver to SMP all property including uniforms, keys, equipment, mobile telephones, books, documents, papers, materials and copies thereof which belong to SMP which may be in your possession or under your control.

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## Drugs and Alcohol Policy

SMP Engineering (SMP) is committed to providing a safe work system and a safe work environment by eliminating conditions and work practices that could lead to illness or personal injury, equipment or other property damage and disruption to its business.

People whose fitness for work may be impaired by alcohol or the use of illicit drugs (such as cannabis, amphetamines, cocaine, opiates and other narcotics), the use of prescription drugs (such as benzodiazepines, barbiturates or methadone) or the misuse of non-prescription drugs (such as codeine) could pose a risk to themselves and to other people. SMP has undertaken to minimise the threat alcohol and other drug consumption can present, to both its employees and the business.

This policy applies to all SMP employees and subcontractors whilst working in our premises and on our client sites. All employees and subcontractors are expected to behave in a responsible manner and present themselves for work in a fit and healthy state. Accordingly, a person adversely affected by alcohol or any other drug is not permitted to enter, or remain at, any SMP workplace or the workplace of any client.

All SMP employees and subcontractors are subject to mandatory drug and alcohol testing prior to commencement on any/all sites and random testing. SMP employees and subcontractors will abide by all HS&E policies as advised by the client, which may include random testing.

Supervisors are responsible for taking prompt and appropriate action whenever they believe a person is not capable of working in a safe and effective manner. This may include;

- Removing the person from the workplace and any potential hazards.
- Co-ordinating the person's safe return to their home or company provided accommodation.

In the event of a positive alcohol and drug test:

- SMP reserves that right at its sole discretion to dismiss an employee or terminate a subcontractor who is in breach of this policy;
- the employee or subcontractor will not be covered for travel time to and from site; and if applicable
- any airfares and other travel expenses will be met by the employee or subcontractor.

A refusal to submit a sample (breath or urine) for testing will be considered a positive result. All tests will be conducted in accordance with Australian Standards AS/NZS 4308:2001 and AS 3547-1997.



Troy Cawthan  
Managing Director

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HSE 04

**The following policies apply to all Employees / Subcontractors / Visitors to any SMP Engineering or client site, REGARDLESS OF DURATION**

Item	Initial
+ Employee has read and understands SMP Engineering's HSE Policy	
+ Employee has read and understands SMP Engineering's HR Policy	
+ Employee has read and understands SMP Engineering's QM Policy	
+ Employee has read and understands SMP Engineering's Code of Conduct Policy	
+ Employee has read and understands SMP Engineering's Confidentiality Agreement	
+ Employee has read and understands SMP Engineering's Drug & Alcohol Policy.	
+ Employee advised of requirement for mandatory drug and alcohol testing prior to commencement on any / all sites.	
+ Employee advised of random drug and alcohol testing conducted on any / all sites (ie ; random testing of workforce may be conducted within 4 hours of each shift).	
+ Employee advised that in addition to drugs prescribed by a doctor, over-the-counter drugs may also return a positive result. If employee is subjected to a mandatory or random drug test they must advise if any prescription or non-prescription drugs have been taken and the name of same.	
+ Employee advised of penalties for non-conformity : <ul style="list-style-type: none"> <li>▪ Travel time to and from site will not be paid</li> <li>▪ Airfares and other travel expenses will be met by the employee</li> <li>▪ Possible termination of employment</li> </ul>	

## Acknowledgment

I, \_\_\_\_\_ agree to abide by all the relevant Policies & Procedures held within this document and confirm the above has been explained to me in full.

Signed in the presence of:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date