



## Kedge Pty Ltd General Policies



# Kedge Pty Ltd | General Policies

**KEDGE MARINE SURVEYORS**

*"Your Safety Is Our Business"*

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## Kedge Pty Ltd General Policies

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## **Kedge Pty Ltd General Policies**

### **1. Introduction**

The following document outlines Kedge Pty Ltd.'s policies and mission statements. Kedge Pty Ltd is committed to providing a safe work environment free from risks to workers health, safety, mental and social wellbeing. Kedge Pty Ltd also understands the importance of continual improvement to all our policies and procedures. To achieve this these policies will be under a constant annual review and Kedge Pty Ltd welcomes contractor/employee contribution to our continual improvement. All contractors/employees are to abide by and meet the requirements outlined in these policies including at all times abiding by our quality and environmental policies and adhering to Kedge Pty Ltd.'s WHS manual. Any contractor/employee found in breach of these statements may face performance review/disciplinary actions.



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### 2. Kedge Pty Ltd Equal Opportunities Statement and Policy

#### 2.1. Policy statement

Kedge Pty Ltd is committed to promoting equal opportunity employment. Kedge Pty Ltd does this in recognition of the principles of equity and in conforming with the spirit and intent of equal opportunity and anti-discrimination legislation. Kedge Pty Ltd accepts its responsibilities in relation to these rights for people while they are engaged in activities undertaken as part of their work for Kedge Pty Ltd.

#### 2.2. Definitions

##### 2.2.1. Age discrimination

Age discrimination means unfair treatment of a person on the basis of their age or age group. Age discrimination often occurs because of incorrect assumptions or stereotypes about people's skills, abilities, personal qualities or needs based on how old or young they are.

##### 2.2.2. Bullying

Refer to the definition of "[\*Workplace bullying or harassment\*](#)".

##### 2.2.3. Disability

Under the Commonwealth Disability Discrimination Act 1992, disability means: total or partial loss of a person's bodily or mental functions; or total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or the presence in the body of organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of a person's body; or a disorder or malfunction that results in a person learning differently from a person without the disorder or malfunction; or a disorder, illness, or disease that affects a person's thought processes, perception of reality, emotions or judgement, or that results in disturbed behaviour; and includes a disability that: presently exists; or previously existed but no longer exists; or may exist in the future; or is imputed to a person.

##### 2.2.4. Discrimination

Unlawful discrimination means treating an individual and/or group in employment and education less favourably because of one of the grounds specified in the relevant legislation.

##### 2.2.5. Diversity

Generally, refers to differences in race, gender, ethnic or cultural background, level of physical and mental ability, age, sexual orientation and religion. A productive and fair environment is



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one that acknowledges diversity and recognises the need to promote equality and a discrimination-free working and learning environment.

### *2.2.6. Equal opportunity*

Equal opportunity means treating people as individuals with different skills and abilities, without making judgements based on stereotypes, or on characteristics as outlined in anti-discrimination legislation. These characteristics include sex, age, race, sexuality, disability, pregnancy, or marital status.

### *2.2.7. Equal opportunity for women in the workplace (formally affirmative action)*

Equal opportunity for women in the workplace means taking positive steps to remove old barriers, which have prevented women from doing some jobs, or from being given the chance to advance to higher levels within organisations.

### *2.2.8. Family responsibilities*

Refers to a range of duty of care or support responsibilities an individual may have as a member of a family. For example, to look after a sick child, to attend a child's school for a parent/teacher interview, or to take a partner or an elderly parent to the doctor.

### *2.2.9. Harassment*

Unwelcome behaviour or language that has the effect of offending, intimidating, or humiliating a person on the basis of their sex, marital status, pregnancy, sexuality, race, disability, age, or political or religious belief, in circumstances which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated.

### *2.2.10. Marital status*

Being single, married, married but living separately and apart from one's spouse, separated, divorced, widowed, or living with another person in a de facto relationship.

### *2.2.11. Pregnancy*

Refers to presumed or actual pregnancy, or potential pregnancy.



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### *2.2.12. Race*

The term 'race' is understood to be flexible and evolving. It includes a person's nationality, country of birth, colour, ancestry, ethnic origin, or people associated with those of a particular race. The word 'race' is used in these procedures to reflect relevant legislation.

### *2.2.13. Sex*

This means whether a person is male or female.

### *2.2.14. Sexual harassment*

Unwelcome sexual behaviour or sexual innuendo that has the effect of offending, intimidating or humiliating a person in circumstances, which a reasonable person having regard to all the circumstances would have anticipated that the person harassed would be offended, humiliated or intimidated.

### *2.2.15. Sexuality*

This means whether a person is heterosexual, homosexual, bisexual or transsexual. It includes presumed sexuality.

### *2.2.16. Social justice*

The right of all staff and students to equality of treatment and opportunity, and the removal of barriers of race, ethnicity, culture, religion, language, gender or place of birth.

### *2.2.17. Victimisation*

Refers to a person being subjected to less favourable treatment because it is known or suspected that the person has made or proposes to lodge a grievance; has provided any information or documents; has attended a conference in relation to a grievance; or has supported someone else lodging a grievance.

### *2.2.18. Workplace bullying or harassment*

Workplace bullying or harassment involves the repeated unreasonable ill-treatment of a person by another or others. It is a form of harassment and discrimination consisting of offensive, abusive, belittling or threatening behaviour directed at an individual or a group in the workplace.



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### **2.3. Principles**

Kedge Pty Ltd will take all reasonable steps to identify and eliminate unlawful direct, indirect and systemic discrimination from its structures and practices in order to promote equality of opportunity for all its workers.

Kedge Pty Ltd recognises the rights of individuals and groups to be free from discrimination, harassment and bullying on the grounds of:

- Sex, marital status, pregnancy, family responsibilities;
- Sexuality;
- Race;
- Disability;
- Political or religious belief;
- Age.

Kedge Pty Ltd has a firm commitment to equal opportunity principles and will work towards ensuring that no discriminatory policies or practices exist in any aspect of employment or education.

### **2.4. Implementation Requirements**

Consistent with legislation, implementation of this policy will use education and conciliation as the principal means to eliminate discrimination and in the resolution of grievances.

An essential element in the implementation of this policy is raising the awareness of all members of Kedge Pty Ltd of the principles of equity and social justice.

In affirmation of its commitment to equal opportunity Kedge Pty Ltd will:

- Promote equal opportunity in all aspects of its activities and as an integral part of all Kedge Pty Ltd policies and practices;
- Adopt policies, procedures, and practices for staff consistent with equal opportunity principles in the areas of recruitment, selection, promotion, training and development, and other conditions of employment;
- Act to provide a working environment that is free of sexual harassment;



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- Take action to prevent the occurrence of unlawful discrimination, harassment, sexual harassment and bullying by conducting educative programs and other activities for staff and through the implementation of discrimination and harassment grievance procedures for staff;
- Take positive steps to promote representative participation of diverse groups of staff to achieve equal opportunity in employment;
- Continue to develop specific policies that focus on equal opportunity issues (as the need arises) and monitor and evaluate such policies.

### **2.5. Responsibilities and/or authorities**

All staff are responsible for ensuring that equal opportunity principles are respected.

Managers and supervisors are responsible for understanding the legislation and ensuring that the workplace environment is safe and free from discrimination under the grounds covered by this policy.

Managers and supervisors are also responsible for ensuring that equal opportunity principles are adhered to in order to promote equal employment opportunity.

The Managing Director in consultation with all staff is responsible for the ongoing development and maintenance of this policy.

### **2.6. Evaluation**

The policy will be evaluated by Managing Director and improved as opportunities present themselves.



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### **3. Kedge Pty Ltd Environmental Statement**

Kedge Pty Ltd is committed to leading the Marine Surveying industry in minimising the impact of its activities on the environment. Environmental management is regarded as one of Kedge Pty Ltd.'s highest priorities.

The key points of its strategy to achieve this are:

- Employing an environmental management system fully integrated into all business activities in compliance with ISO 14001:2015;
- Meet or exceed all environmental legislation and standards requirements that are applicable to the company's operation;
- Continually improve our environmental performance and prevention of environmental impact by taking into account current best practice and evaluating operations ensuring they are as efficient as possible;
- Educate, train and promote employees to work in an environmentally responsible manner;
- Promote and encourage the adoption of these principals by suppliers and contractors acting on behalf of the organisation;
- Ensuring the fleet meets MARPOL, federal and local environmental requirements;
- Informing clients as to best environmental practices notwithstanding the requirements under local and national rules to comply in all cases;
- Actively promote recycling both internally and amongst our customers and suppliers;
- Prevent pollution through the use of an accredited program to offset the greenhouse gas emissions generated by our activities.



## **Kedge Pty Ltd General Policies**

### **4. Kedge Pty Ltd Motor Vehicle Use Policy**

#### **4.1. Overview of the Procedure**

This procedure is a staff guide for the use of Kedge Pty Ltd company vehicles, including vehicle maintenance and travel safety.

This procedure is to be read with Work Health and Safety Policy.

#### **4.2. Considerations**

Staff are responsible for all fines incurred while driving Kedge Pty Ltd vehicles.

Staff are responsible for all costs, including costs due to voided insurance, while driving a Kedge Pty Ltd vehicle without a valid drivers' license.

#### **4.3. Management and Maintenance**

It is the responsibility of each driver to ensure that the pool cars/ leased vehicles are kept clean.

Staff are responsible for ensuring that the vehicle is filled with petrol. Staff are to use fuel cards supplied by the organisation for each specific vehicle.

The MD oversees regular maintenance and servicing of vehicles.

Any damage to vehicles or any mechanical issues are to be reported to the MD when acquired or noticed. Punctured tyres must be taken for immediate repair by the driver.

No smoking, food or drink is permitted in the vehicles.

#### **4.4. Security of Vehicles (Garaging and Safety)**

All vehicles are to be garaged in a suitable location when left unattended.

#### **4.5. Vehicle and Travel Safety**

All vehicles contain a fuel card, are registered with roadside assistance, and carry a first aid kit. Drivers are to check the glove box for the fuel card, roadside assistance card and that the first aid kit is present before leaving the premises.

Drivers are responsible for adhering to all road and traffic rules. When driving, the hands-free option must be utilised when using a mobile phone.



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### **4.6. Driver Fatigue**

To prevent driver fatigue employees are to adhere to the NSW Road Traffic Authority's Stop, Revive, survive process, including:

- Ensuring the driver has enough sleep before driving;
- Recognising early warning signs of fatigue, such as yawning, poor concentration, tired eyes, restlessness, drowsiness, slow reactions, boredom or oversteering;
- Not driving at times when the driver would normally sleep;
- Avoiding long drives (over two hours);
- Taking regular breaks from driving;
- Sharing driving where possible;
- Stopping when drowsiness, discomfort or loss of concentration occurs;
- Finding out whether medication taken may affect your driving.

### **4.7. Mobile Phone Use**

Talking on a mobile phone while driving can affect the driver's ability to gauge distances, keep lane discipline and keep to an appropriate speed.

Kedge Pty Ltd staff will:

- Never use a mobile phone unlawfully while driving;
- Never use a hand-held mobile phone while driving;
- If possible, switch off their mobile phone while driving;
- Only use a hands-free mobile phone if they must receive calls while driving;
- Keep mobile phone conversations short;
- Never argue using the mobile phone while driving and pull over and stop the car if possible while speaking on the phone;
- Never compose or read text messages when driving.



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### **4.8. Accident Management**

In the event of an accident, the driver is required to:

- Obtain the other driver's name, telephone numbers, license number;
- Advise that your employer is the vehicle owner;
- Exchange names of insurance companies;
- Obtain name and contact details of witnesses;
- Note the time, date and location of the accident on an Incident Report Form which is kept in the vehicle.

The driver is not to accept fault or liability, nor sign any statement which may be requested or produced at the scene of the accident.

If the damage appears to be more than \$1,000 or in the event of personal injury or dispute, the driver is to call the police. A police report must be made, and the incident number recorded and supplied to the MD.

Ensure that medical support/advice/assistance is sought for the driver and any passengers if required.

If the vehicle is no longer drivable, request instructions from the MD by telephone on towing or other removal arrangements. Towing should be to the nearest approved repairer.

All accidents, however minor, are to be reported to the MD or delegated staff member as soon as possible and within 24 hours.

A full written report of the incident should be given to the MD.

### **4.9. Theft**

In the event of the theft of an organisation vehicle, staff members are required to contact the police. A police report must be made, and the incident number recorded and supplied to the MD.

### **4.10. Infringements**

Parking and other traffic infringements are the responsibility of the driver. Staff are required to provide sufficient details to allow traffic infringement notices to be redirected to the driver by way of statutory declaration.

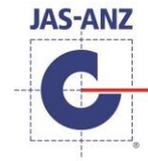


## **Kedge Pty Ltd General Policies**

Staff are responsible for all fines and repair costs due to voided insurance while driving a Kedge Pty Ltd vehicle without a relevant driver's license.

Any staff member found driving over the legal alcohol limit or under the influence of drugs will be responsible for payment of all fines and repair costs due to voided insurance in the case of an accident and will result in disciplinary action.

- Additional inclusions;
- Log books must be completed;
- Copies of staff drivers' licences are to be supplied to the organisation upon request;
- If a staff member fails to renew or has his/ her licence suspended they must notify the MD to ensure insurances aren't voided;
- Except in the case of an emergency non-authorized people are not to drive the organisation's vehicles.



## Kedge Pty Ltd General Policies

### 5. Kedge Pty Ltd Bullying Policy

This policy shows:

- Our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors;
- Our commitment to complying with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2012;
- That bullying will not be tolerated in this workplace;
- How we will deal with bullying in the workplace;
- This policy applies to everyone at Kedge Pty Ltd.

Bullying is repeated, unreasonable behaviour directed towards a worker or group of workers. It creates a risk toward personal and work health and safety.

Workplace bullying is a risk to health and safety. It can occur wherever people work together in all types of workplaces. It is best dealt with by taking steps to prevent it from occurring and responding quickly if it does occur. The longer the bullying behaviour continues, the more difficult it is to address, and the harder it becomes to repair working relationships.

PCBUs/managers must ensure that workers are safe at work and free from risks to their health and safety. This means that they must not bully their workers and must take reasonable steps to ensure that it doesn't occur in the workplaces under their control.

Workers also have a responsibility to take reasonable care for the health and safety of their co-workers, which means they can't bully others.

For a more comprehensive explanation and guidance, please refer to the Safe Work Australia Guide to Preventing and Responding to Workplace Bullying found at "[Safe Work Australia](#)".

#### 5.1. Managing Bullying

Kedge Pty Ltd will identify all workplace factors that allow bullying to occur and use the hazard management process to eliminate bullying.

Kedge Pty Ltd will consult with workers, health and safety representatives and/or the work health and safety committee on this issue.



## **Kedge Pty Ltd General Policies**

### **5.2. Reporting bullying**

Any Instances of bullying should be reported to the MD in the first instance.

### **5.3. What can you do?**

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your supervisor, health and safety representative or another manager within the workplace.

If you witness unreasonable behaviour, you should bring the matter to the attention of your manager as a matter of urgency.

### **5.4. How we will respond**

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps:

- The responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case, and relevant information will be collected and considered before a decision is made
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
- There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.



## **Kedge Pty Ltd General Policies**

### **5.5. Consequences of breaching this policy**

Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- A verbal or written apology;
- One or more parties agreeing to participate in counselling or training;
- A verbal or written reprimand;
- Transfer, demotion or dismissal of the person engaging in the bullying behaviour.

### **5.6. If Bullying has not Been Substantiated**

If the investigation finds bullying has not occurred or cannot be substantiated, Kedge Pty Ltd may still take appropriate action to address any workplace issues leading to the report.

### **5.7. Information and Support**

Kedge Pty Ltd will provide regular training and information about the effects of bullying on personal and work health and safety, and on the components of this policy.



## **Kedge Pty Ltd General Policies**

### **6. Kedge Pty Ltd Drug, Alcohol and Contraband Policy**

#### **6.1. Goals**

This policy shows:

- Our commitment to health and safety in this workplace and our customers' workplaces, and reducing the risks to the health and safety of all workers, contractors and visitors;
- Our commitment to complying with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2012, especially those for drugs;
- How we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone employed by or contracted to Kedge Pty Ltd.

#### **6.2. Definition**

Drug and alcohol use can affect a person's ability to work safely. It creates a risk for workers and work health and safety.

#### **6.3. Commitment**

Workers and contractors are required to start each working day with a 0.0 BAC and are liable to be tested for illegal drugs either by Kedge Pty Ltd or in accordance with any clients' policies at any time.

A BAC exceeding 0.0 or a positive test for illegal drugs at or on the way to work will lead to instant dismissal from Kedge Pty Ltd employment and/or immediate termination of any contracting arrangement in place (as applicable).

The possession or consumption of alcohol, illegal drugs or other mood-altering substances on any company or customers' sites by company employees or contractors is strictly prohibited. There are exceptions for prescribed and over the counter medications and sanctioned social events as outlined below.

Ongoing monitoring of the Policy to ensure compliance may include drug and alcohol testing during pre-employment, periodical medicals, pre-contract, post incident, for cause and random/unannounced testing.

The possession of firearms, weapons, explosives, ammunition or pornography on company or customers' sites or on Kedge Pty Ltd property including mobile and computing devices by either Company employees or contractors is strictly prohibited.



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Kedge Pty Ltd maintains a zero-tolerance approach towards breaches of this policy and will result in disciplinary actions.

### **6.4. Responsibilities**

No one must drink alcohol or use drugs at this workplace, except for legitimate prescribed medical reasons. You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication at workplace-based social events: This is dealt with in more detail under Social events in this policy.

The manager/supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

### **6.5. Managing drugs and alcohol**

Kedge Pty Ltd will identify all workplace factors that may influence someone to turn to drugs or alcohol and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

Kedge Pty Ltd will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue.

### **6.6. Social events**

Responsible social events can be held at this workplace (include likely events, such as Christmas parties). To ensure everyone remains safe:

- Everyone is expected to act responsibly;
- No one is under any obligation to attend;
- Non-alcoholic drinks and food will be provided;
- Alternative public transport arrangements will be provided.



## Kedge Pty Ltd General Policies

### 7. Kedge Pty Ltd Workplace Stress Policy

This policy shows:

- Our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors;
- Our commitment to complying with the requirements of the *Workplace Health and Safety Act 2012* and the *Workplace Health and Safety Regulations 2011*;
- How we will prevent stress from occurring in the workplace.

This policy applies to everyone working and visiting Kedge Pty Ltd.

#### 7.1. Definition of workplace stress

Workplace stress is the physical or emotional reaction someone may have to unrelieved and intense pressures in the workplace environment. It creates a risk to personal and workplace health and safety.

#### 7.2. Responsibilities

Employers/managers must ensure that workers are safe at work and free from risks to their health and safety. This means that employers/managers take reasonable and practical steps to ensure that factors in the workplaces under their control don't cause or contribute to stress.

Workers also have a responsibility to take reasonable care for their own health and safety. This means that if they recognise they are stressed, they ask their employer/manager for workplace solutions and support and take care of their own wellbeing.



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### **7.3. Preventing workplace stress**

Kedge Pty Ltd will identify all workplace factors that allow stress to occur and use the hazard management process to eliminate stress or control the risks from stress.

Kedge Pty Ltd will consult with workers, employees' and safety representatives on this issue.

As a result of this active identification and consultation, Kedge Pty Ltd will evolve its systems to best protect its staff and contractors.

### **7.4. Information and support**

Kedge Pty Ltd will provide regular training and information about the effects of stress on personal and workplace health and safety, and on the components of this policy.



## Kedge Pty Ltd General Policies

### 8. Kedge Pty Ltd Company Gift Policy

#### 8.1. Why Kedge Pty Ltd Has a Gift Policy (No-Gift Policy)

Our company gift policy is a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for our employees to examine the ethics of acceptance, our company, and its employees do not accept gifts from vendors, suppliers, customers, potential employees, potential vendors or suppliers, or any other individual or organisation, under any circumstances.

Our company requires that all employees demonstrate our organisation's commitment to treating all people and organisations, with whom we come into contact or conduct business, impartially. Kedge Pty Ltd employees demonstrate the highest standards of ethics and conduct.

Employees practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, customers, employees, potential employees, potential vendors or suppliers, and any other individual or organisation.

#### 8.2. Standards and Requirements

As one effort to demonstrate our commitment to these standards and behaviour, all employees must abide by the following no-gift policy requirements.

- No gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation, no matter the value, will be accepted by any employee, at any time, on or off the work premises. By "gift," Kedge Pty Ltd means any item including pens, hats, t-shirts, mugs, calendars, bags, key chains, portfolios, and other things as well as items of greater value;
- This no-gift policy includes vendor, potential vendor or supplier-provided food, beverages, meals, or entertainment such as sporting events;
- This no-gift policy includes any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees;



## **Kedge Pty Ltd General Policies**

### **8.3. Gift Policy Exceptions:**

- Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other things that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event. This includes attendance at and food, beverages, and provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors;
- Exempted are cards, thank you notes, certificates, or other written forms of thanks and recognition;
- Exempted are food, beverages, and moderately priced meals or tickets to local events that are supplied by and also attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a “working” meeting or session to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by our company in turn;
- Employees are required to professionally inform vendors, potential vendors and others of this no-gift policy, and the reasons the company has adopted the policy. Employees will request that vendors respect our company policy and not purchase and deliver any gift for our employees, a department, an office or the company, at any time, for any reason.



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### **8.4. If an Employee or Contractor Receives a Gift:**

- If feasible, the gift is returned to the vendor;
- If not feasible to return the gift, the gift must be raffled off to all employees;
- Proceeds from the raffle will be donated to a charity (The Mission to Seafarers). If employees are uninterested in the raffled item, the gift will be donated to a designated charity;
- Plants or flowers will be displayed in the lobby, or at another central location where all employees may enjoy their presence;
- Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Under no circumstances may an employee take a food gift home; food gifts must be shared with and distributed to all staff, with email notice, during work hours, in central, worksite locations.

If any employee has questions about and/or needs clarification of any aspect of this policy, the employee should check with the Managing Director. Any exceptions to the gift policy may be made only with the permission of the MD.



## Kedge Pty Ltd General Policies

### 9. Quality Policy

Kedge Pty Ltd is an independent surveying company based in Tasmania with a national and international reach. We work with designers, builders, owners, operators and crew members of vessels to provide advice and direction on how to keep their operations safe.

Our services comply with the requirements of ISO 9001: 2015, ISO 14001:2015 and ISO 45001:2018 and we strive to provide the highest standards of personal and company excellence by:

- Promoting and maintaining a Zero Harm culture throughout our company;
- Continue to update and improve our policies objectives and procedures annually to meet or exceed the requirements of ISO 9001:2015;
- Minimise the impact of our operations on the environment through employing an environmental management system in compliance with ISO 14001:2016;
- Being committed to occupational health and safety by maintaining a policy in line with ISO 45001:2018 that enables all work activities to be carried out safely;
- Uphold regulatory compliance including ongoing review of statutory obligations, standards and codes of practice that apply to our Business;
- Employing an integrated quality management system and ensuring its implementation is achieved by internal auditing, management review, corrective and preventive action;
- Enhancing the skills of management and staff through reviews and actively pursuing an on-going training policy to continually improve their skills, awareness and knowledge to foster core values in quality excellence and practices;
- Drive continual improvement and innovation based upon efficient business processes, well-defined measurement, best practice, and regular customer engagement;
- Consistently meet and go beyond our clients' expectations in a timely and effective manner, developing and maintaining long-term client relationships;
- Retain and recruit exceptional staff and develop them professionally.

Kedge Pty Ltd is fully committed to quality and aims to review and improve in order to continue our growth and development towards becoming Australia's best regarded marine survey company



## **Kedge Pty Ltd General Policies**

### **10. Kedge Pty Ltd Commitment Statements**

#### **10.1. Environmental Commitment Statement**

Kedge Pty Ltd is committed to leading the Marine Surveying industry in minimising the impact of its activities on the environment helping to support a sustainable future within our community. Kedge Pty Ltd aims to protect the environment by preventing pollution through constantly evaluating our operations, ensuring they are as efficient as possible and promoting our vision internally and amongst our customers and suppliers.

Kedge Pty Ltd also endeavours to meet or exceed all relevant environmental legislation and other requirements that are applicable to our operation. We are committed to continual improvement of our environmental approach including all our relevant processes and procedures through employing an environmental management system in compliance with ISO 140015:2015. Our environmental impact, and systems in place to minimise this, are reviewed annually.

#### **10.2. OH&S Commitment Statement**

Management is firmly committed to an occupational health and safety policy to prevent work-related injury and ill health in line with ISO 45001:2018. This policy enables all work activities to be carried out safely and with all possible measures taken to address risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings. This process includes consultation with our employees, and their participation in discussions about improving safety.

We are committed to ensuring we comply with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2012, relevant Codes of Practice and legal and other requirements. Our health and safety standards, and systems in place to prevent work-related injury, are reviewed annually.



## **Kedge Pty Ltd General Policies**

### **10.3. Continual Improvement Commitment Statement**

Kedge Pty Ltd is committed to remaining a leader in the marine survey industry as the most respected, highest quality company in this sector within Australia. We evolve as the maritime industry evolves, keeping on top of the legal requirements set by the regulator, and other statutory bodies. Providing a high-quality service that meets our customer's needs is always our primary focus.

Kedge Pty Ltd reviews its processes and policies annually to identify opportunities to improve the organisation's performance and to continue to comply with ISO 9001:2015, ISO 45001:2018 and ISO 140015:2015.

### **10.4. Customer Satisfaction Commitment Statement:**

Kedge Pty Ltd has a strong customer focus. Our staff are highly qualified and appropriately accredited/licensed for our customer's peace of mind. We are dedicated to meeting and exceeding our customers' needs and expectations as marine surveyors/facilitators and use the ISO 9001:2015 standard to meet these requirements at a consistently high level. Customer feedback is also extremely important to us and we use it as an invaluable tool in the way we operate and to improve the way we service our customers.