

POLICY AND PROCEDURES MANUAL

INTRODUCTION

This Manual outlines the practices and procedures used by Camlin Investments Pty Ltd to ensure all employees and related people conform to the requirements for Workplace Health and Safety, Fatigue Management and The Australian Dangerous Goods Code 7. Further, this manual operates in conjunction with the Fatigue Management and Emergency Response Policies covered under separate heading. All Policies are developed to ensure Camlin Investments provides the highest quality service to its customers ensuring their satisfaction and at the same time operating in a safe, professional manner, ensuring the viability of the business.

QUALITY POLICY STATEMENT

The quality and reliability of Camlin Investments' viability is the concern of every person who works for the organisation. The company objective is to provide a premium, in built quality approach in all areas of our operation and service. To achieve this objective it is company policy to establish, implement and maintain an effective quality system, where by problems arising in any area are identified and corrected with speed, efficiency and diplomacy. Action will be taken to prevent further recurrence of this problem.

All employees are asked to support the implementation of the policy by incorporating it into their everyday activities

Section 1 - APPLICABILITY

This Policy Manual applies to all persons engaged to work, under any arrangement, with Camlin Investments Pty Ltd. Failure to comply with these policies will result in disciplinary action being taken. Repeat failure to comply will result in termination of employment.

Section 2 - LOCATIONS

- 2.1 Camlin Investments Pty Ltd Head Office is located at 26 Gunnamatta Rd, Cronulla NSW 2230.
- 2.2 Tamworth Depot is the Operations base - Lot 19 Phoenix Street, Tamworth NSW 2340
- 2.3 Registered Address: 26 Gunnamatta Rd, Cronulla, NSW 2230
- 2.4 Contacts:
 - a. Head Office – for General Management, Finance, Administration, Human Resources
Ph: 02 9523 0527 F: 02 9527 9419 E: jemimacraven@camlin.com.au
 - b. Tamworth Depot – for Transport Operations and Fleet Management
Ph: 02 6761 5817 F: 02 6761 5375 E: michaelanning@camlin.com.au /
rebeccacraig@camlin.com.au / matthewjenner@camlin.com.au

Section 3 – ORGANISATIONAL STRUCTURE

Camlin Investments Pty is owned and run by the Managing Director, Mr Gregory Plevey who oversees the management of the company. The company employs staff and sub-contractors in administration, operations, transport, storage, maintenance and training.

Managing Director

Gregory Plevey

Finance / HR / Administration

Jemima Craven

Transport Operations Manager

Michael Anning

Fleet Administrator

Matthew Jenner

Administration Support

Rebecca Craik

Company Drivers

Training Driver: David Thirlwell

NSW Ron Birrell Alan Bofinger David Buchanan Adam Carlson Michael Ford Fagan Fulton
Brett Germon Tony Goldman Chris McArdle David McCormack Karl McDonald
Andrew McLennan Tim Mayo Nathan Moore Ben Reid Darren Rowan
Mark Separovic Jason Taylor Dennis Thacker Dean Walklate Tom Whitney

VIC: Gerard Sporle Malcolm Wilson

QLD: Geoff Einam Ron Weston

SA: David Brew

Section 4 – GENERAL OPERATION

All employees and related persons are to:

- 4.1 Abide by Camlin Investments Policy and Procedures, the Fatigue and Emergency Response Manual and the Standard Operation Procedures of all Customers and their customer sites.
- 4.2 Report areas of non-conformance to Company Policy to Mr Gregory Plevey/ Mr Michael Anning for implementation of corrective action.
- 4.3 Perform a daily equipment inspection at the start or end of each trip
- 4.4 Report any and all faults or safety related fault to operations immediately
- 4.5 Use Purchase Order numbers for any and all maintenance of faults and required repairs/service
- 4.6 Undertake a driver medical at commencement of employment, as required
- 4.7 Participate in training/education programs as required
- 4.8 Abide by work health and safety directives
- 4.9 Report any accident/incident to operations immediately – via established channels of communication

- 4.10 Operate in a safe and professional manner
- 4.11 Abide by NSW Roads and Maritime Services and Australian Government regulations and requirements regarding driving hours, and as outlined in Table 1.
- 4.12 This Policy document, along with the Fatigue Management and Emergency Response Policies folder are handed out at commencement of employment must be read and retained for reference within all Camlin vehicles.
- 4.13 Breaches of company policy, and non-conformance of procedure will result in issuance of a warning, or in the incident warrants, immediate dismissal.
- 4.14 Camlin is enrolled in NHVAS Mass and Maintenance Management Modules, and all employees are involved in the processes developed to ensure strict adherence and compliance to the standards outlined in specific manuals for both Modules. Ref: Module 3, Module 4 Manuals.

Table 1 – Operating Limits as per Heavy Vehicle (Fatigue Management) National Regulation 2012

Total Period	Maximum Working Time	Minimum Rest Time
In any period of....	A Driver must not work for more than a total of...	To remain out of Risk Breach, must have
5 ½ hours	5 ¼ hours	15 mins continuous rest
8 hours	7 ½ hours	30 mins rest, in blocks of 15 mins continuous rest
11 hours	10 hours	60 mins rest, in blocks of 15 mins continuous rest
24 hours	12 hours	7 continuous hours stationary rest *
7 days (168hrs)	72 hours	1x24 hours continuous stationary rest
14 days (336 hrs)	144 hrs	2x24 continuous hrs stationary rest *. 1 st 24hrs rest must be taken after a max of 84hrs work. 4 nights off, includes 2 consecutive nights rest

* Stationary rest is rest time that the driver spends out of the heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.

4.15 Measures to Minimise Accidents

Camlin Investments is committed to driver safety and enforces the following policies with regard to best practice in all scheduling and trip planning:

- a. Appropriate scheduling and trip planning to reduce or remove the amount of time drivers spend on the road between midnight and 6.00 am. Michael Anning is responsible for trip scheduling.
- b. Schedule trips to ensure adequate times are given to destination
- c. Allow drivers time to recover after an extended trip
- d. On long delays alternative accommodation is considered that will allow drivers to receive effective rest
- e. Ensure that drivers are in a suitable state to complete scheduled trip
- f. Remain extra vigilant in efforts to guard against drug and alcohol use

- g. Drivers are made aware that at no times are they to consider the load as an 'urgent' delivery, and that normal legal times are available to complete the journey
- h. Casual drivers are employed to rest permanent drivers, as required
- i. Selection criteria and training of casuals is the same as for permanent drivers
- j. Take advantage of "changeovers" to get best utilisation of drivers and trucks
- k. Encourage drivers have a healthy personal and domestic situation so as not to effect or interfere with their concentration and driving
- l. Drivers are engaged and made aware of fatigue management policies and procedures.

Please Refer to Fatigue Management and Emergency Response Policy Handbook for further information with specific regard to Fatigue and Emergency Response.

Section 5 – RECORDS AND LOG BOOKS

- 5.1 Mr Gregory Plevey is responsible for the upkeep of the following records:
 - a. Nominated drivers name, license numbers, contact and emergency contact details
 - b. Nominated drivers roster and trip schedules
 - c. Nominated drivers payment records including timesheet records, entitlement balances
 - d. Internal audit reports, non-conformance reports and compliance statements
 - e. All vehicle incident and accident records.

- 5.2 Company Drivers are responsible for the completion of daily log books and National Driver Work Diary Daily Sheets, ensuring all sections are correctly completed. Any fines resulting from incomplete log books or work diaries will be the Driver's responsibility. Work Diary pages are submitted weekly with time sheets.

- 5.3 Major Customers, for example Coregas, may keep copies of the following records, which will be kept up to date by Mr Gregory Plevey:
 - a. Nominated drivers name, license numbers and contact details
 - b. Nominated drivers roster and trip schedules
 - c. Copies of all nominated drivers work diary pages

- 5.4 All communication by employees is done via CANVAS, See Section 8.11. All submissions are stored in the cloud.

Section 6 – WORK HEALTH AND SAFETY

Camlin Investments, in accordance with The Australian Dangerous Goods Code 7 and The Work Health and Safety Act (2011), declares that it will at all times strive to promote a healthy workplace and that it will create and maintain a safe working environment by active participation in the implementation of the following policies, and the policies that fall under Fatigue Management. It is our challenge to make these policies not just a piece of paper, but a pattern of behaviour. Employees failing to abide by WHS policy will be immediately dismissed. All Employees are covered by Workers Compensation policies, dependant on their state of employment, and relevant legislative requirements by these states.

6.1 Operational Safety

Camlin Investments is committed to providing a safe and healthy work environment for all employees using the following:

- a. To create a working environment where accidents and traffic infringements do not occur and in which employees, customers, contractors and the public will not be exposed to health hazards. All accidents will be regarded as preventable
- b. If an accident, incident or traffic infringement does occur, the cause will be ascertained and corrective action will be taken to prevent future occurrences
- c. All employees will report any and all accidents, incidents or traffic infringements using the CANVAS.
- d. Camlin Investments will only employ experienced and correctly licensed drivers and all drivers must supply copies of licenses. If inexperienced, adequate training will be provided
- e. All employees will be trained in WHS procedures to minimise accidents and to adopt a healthy lifestyle
- f. At all times employees will strive for the highest standards of quality in our service to our customers, and identify potential hazards in areas under our control. Areas of non-conformance at customer sites are to be reported via CANVAS.
- g. Provide and maintain safe vehicles and PPE equipment
- h. Employees will load trailers in accordance with Legislative requirements, including ADG Code and load restraint requirements (Ref: Fatigue and Emergency Response Manual)
- i. All employees will be involved in hazard identification programs
- j. As defined in the NSW WHS Act 2012 and the Work Health and Safety Act 2011, employees will be involved in a collaborative approach to formulating safe work practices. Also, all WHS issues raised by employees will be responded to via the established reporting channels.
- k. Camlin Investments shall remain up to date on all amendments to the above WHS Acts, and implement new and varied policies as required.
- l. Where Camlin drivers are employed to work within customer depots / yards, Camlin will ensure all updated to customer WHS and SOP documents are made readily available for those employees.

6.2 **Driver Health**

- a. All drivers have the responsibility to:
 - Undergo a medical examination required by major customers, for example Coregas
 - Abide by restriction on work, as defined by their doctor
 - The medical frequency shall be determined by their doctor, but the maximum time between medicals is 3 years, or 1 year if 49 years or older, as required for Dangerous Goods Licence renewals
 - Take reasonable care of themselves
 - Not to take shortcuts likely to cause injury or illness to themselves or others in the workplace
 - To fix or report any unsafe conditions and vehicle faults which come to their attention
 - Maintain 3-point contact getting in or out of the cab.

- b. Camlin Investments has the responsibility to:
 - Retain details of appointed doctor, record dates of visits (Drs certificates), all medical forms as required by statutory requirements (RMS/DECC), for a minimum of 3 years
 - Provide, monitor and maintain safe systems of work, including transportation of dangerous goods
 - Advise drivers when medical record updates are required by Policy.

6.3 **Rehabilitation**

- a. All employees are covered under appropriate state based Worker Compensation Insurance, and these insurances are renewed annually and kept up to date
- b. If an injury does occur, Camlin Investments is committed to ensuring that employee receives early medical diagnosis and treatment. All injuries, however minor must be reported via CANVAS.
- c. Occupational rehabilitation process is to be commenced as soon as possible after an injury, in a manner consistent with medical judgement.
- d. Employees are expected to cooperate with the company's rehabilitation efforts and Return to Work strategies, ensuring return to work as soon as possible by an injured employee.

6.4 **No Smoking Policy**

In accordance with our obligations to provide a safe working environment for all our staff, Camlin Investments has a NO SMOKING policy in effect at ALL locations controlled by the company. Cigarette breaks, if appropriate, are to be defined by Mr Gregory Plevy or Mr Michael Anning. Staff who wish to smoke are to do so in designated smoking areas, and in accordance with ADG Code requirements - For example – not in the cab of a truck. All efforts are to be made to ensure that any exemptions do not in any way compromise our safety standards.

6.5 General Employee Safety Rules

All employees are to:

- a. Follow instructions and don't take chances. If you don't know, ASK
- b. Report immediately any conditions or practice you think might cause injury to employees or damage to equipment
- c. Use the right tools and equipment for the job, and use them safely
- d. Whenever you, or the equipment you use is involved in an accident or incident, regardless of how minor it seems, report it immediately. If necessary, get First Aid promptly
- e. Use, adjust, alter and repair equipment ONLY when authorised. Do not misuse or bypass safety systems. Report equipment maintenance issues via CANVAS.
- f. Wear approved personal protective equipment and clothing as directed. Keep it in good condition
- g. Obey all rules signs and instructions
- h. Maintain concentration, follow routine and avoid being distracted.
- i. Abide by Safety Alerts issued by Camlin Investments.
- j. Check Safety Bag Equipment / PPE is present and operational on a regular basis, including Fire Extinguisher Tag for currency.
- k. Replacement Safety Gear and PPE is to be requested via CANVAS.

6.6 Drug & Alcohol Policy

Camlin Investments recognises that drug and alcohol misuse will impair an employee's ability to perform work safely. In addition to Australian Regulatory Authorities (NSW RMS, VicRoads, Qld Transport ,SA Transport) rules and regulations regarding drug and alcohol use, it is Camlin Investments policy that employees remain unimpaired by drug or alcohol misuse whilst on Camlin Investments premises or performing work for Camlin Investments. The illegal or unauthorised possession of alcohol or illicit drugs whilst performing work for Camlin Investments is strictly prohibited.

It is a condition of employment that drug and alcohol has to register zero levels under the above conditions and this requirement must to be strictly adhered to, otherwise immediate dismissal will be instigated where an employee is found to be breaching this standard.

Where required, all employees will undergo drug and alcohol testing, at the request of Camlin Investments or their customers.

6.7 Anti-Bullying Policy

Repeated, unreasonable behaviour directed toward an employee or group of employees will not be tolerated. Camlin Investments will ensure all behaviour towards its workers be of a developmental nature regarding performance of duties, and will be accordance with reasonable management action.

Camlin Investments recognises that the drivers are an integral part of this business and their good health is essential not only for the company, but also for themselves and their families.

Section 7 – INTERNAL REVIEW

- 7.1 Mr Gregory Plevy is responsible for the conduct of an internal review of the records, procedures and systems covered in the manual on at least an annual basis. This audit is to be conducted by using a copy of this manual as a guide to ensure policy and procedure are being followed.
- 7.2 Appropriate records must show process is being followed. The audit should also examine the relevance of procedures to the operation and be used to identify opportunities for improvement. This task should serve as a performance review of the entire operation.
- 7.3 Any Audit undertaken is to cover the following critical areas:
- Training and Skills Inventory
 - Driver and Vehicle Operations
 - Work Health and Safety
- 7.4 Any highlighted areas of non-conformance are to be addressed and corrected by Mr Gregory Plevy. Reports of correction and review will be retained for 3 years.
- 7.5 Camlin Driver and Vehicle Audits are completed by the training driver via CANVAS, and held in the respective employees file.

Section 8 – TRAINING

- 8.1 Mr Gregory Plevy is responsible for ensuring all drivers and appropriate staff are adequately inducted, trained, inducted and competent in their function, including the following:
- Vehicle Operation and Maintenance Schedules
 - Fatigue Management / Health Issues
 - Road Rules / Relevant Legislation
 - Emergency Response
 - Load Restraint
 - Required PPE
 - Dangerous Goods
 - Company Policy and Procedure Updates
 - Coregas SOPs
- 8.2 Applicant Road test – All potential employees who apply for a position are taken for a test drive to assess competency. This is undertaken by either the Driver Training, David Thirlwell, or The Transport Operations Manager Michael Anning. Areas assessed are:
- Pre-trip vehicle check procedure
 - Driving techniques
 - Reversing techniques
 - Management of speed/braking
- 8.3 Upon confirmation of employment, each new employee is to complete assigned online training courses on LITMOS covering:
- Load Restraint

- b. Chain of Responsibility
 - c. Fatigue Management
 - d. NHVAS Mass and Maintenance Management Requirements
 - e. Coregas Onboarding
 - f. Coregas Induction
 - g. How to Keep the Handheld Synced
 - h. Scanning to Order
 - i. Other site specific inductions as assigned based on specific role.
- 8.4 Upon commencement of employment, hands on training will be supplied, tailored to individual need, and the requirements of the position. A minimum of 2 week training will be provided, with a qualified, experienced Driver Trainer.
- 8.5 All training records will be undertaken out on CANVAS:
- 8.6 Audit of Skills - 3 Month audit of progression on the role, any follow up required.
- 8.7 Up Skilling – Where drivers are trained on additional products, the training app is utilised to record details of training undertaken, SOPs reviewed. Once the trainer driver is satisfied the new driver is able to competently manage the expectations of the position, they are signed off, and able to deliver solo.
- 8.8 Driver and Vehicle Audit – Regular, 6 months driver and vehicle audits are conducted, using the training app. Details are recorded, and any areas of non-compliance, or skills review requirements are reported and actioned as required
- 8.9 All employees are kept up to date on Policy and Procedural changes or updates to Client SOPs via CANVAS using the following apps:
- a. Driver Communication – Memos are posted here, and drivers are required to digitally sign to signify acceptance of details contained within memo. Drivers will receive a notification of updates as they are made.
 - b. Resources – Bulk and Cylinder Resources are available on CANVAS, and within these apps, Policy and Procedures re updated, SOPs are updated. Drivers will receive a notification of updates as they are made.
- 8.10 Areas on Non Compliance – Ref: Section 10.6, 10.7.
- 8.11 CANVAS
- The following information / forms are available on CANVAS, and assigned based on requirement:
- a. Applicant Roadtest – Records potential Employee driving skills on test drive, once deemed suitable for employment. Forms first component of Training Record.
 - b. Bulk Liquid Resources – Hyper links though to all Product SOPs, Weighbridge Locations, Policy and procedures, Emergency Response Manuals, Fatigue Manual, Dg Code, HAZCHEM code etc. All contents of hard copy Drivers Folder available here. Bulk Liquid Product Specific.

- c. CG Site / Equipment Report – For reportage of any equipment issues, concerns, ex On Road Equipment (reported in Fault/Service Request), and also any concerns re site safety, site requirements.
- d. Coregas Futile Delivery – For report on sites not delivered to that were scheduled on Run Sheet
- e. Coregas Manual Docket – For report of any delivery to customer / branch transfer / tanker to tanker transfer that is not in handheld
- f. Cylinder Resources - Hyper links though to all Product SOPs, Weighbridge Locations, Policy and Procedures, Emergency Response Manuals, Fatigue Manual, Dg Code, HAZCHEM code etc. All contents of hard copy Drivers Folder available here. Bulk Cylinder Product Specific.
- g. Daily Visual Inspection – NHVAS Maintenance Mgt requirement. Record Daily Visual Inspection of equipment.
- h. Driver Communication – Links here for Driver memos, Safety Information updates.
- i. Employee / Vehicle Audit – For Trainer / Manager – To record audit on employee skills and equipment under their control.
- j. Employee Training Documentation – For Trainer / Manager
 - a. Day 1 Induction – An introduction to Camlin, Policy & Procedures re: Vehicle, DG Code, Maintenance Reporting, Incident/Accident Reporting, Client requirements, WHS, PPE, Client specific training requirements (SOPS), Pre trip compliance, Driving techniques, Site requirements, online training completion.
 - b. Day 1 Deliveries – Detail of any delivery made that day – Product / Site/Specifics of delivery
 - c. Day 2 -10 – Detail of activities undertaken, loads/unloads, product handled, comments from trainer.
 - d. Sign Off – Once the trainer driver is satisfied the new driver is able to competently manage the expectations of the position, they are signed off, and able to deliver solo.
 - e. Upskilling – Where drivers are trained on additional products, the training app is utilised to record details of training undertaken, SOPs reviewed. Once the trainer driver is satisfied the new driver is able to competently manage the expectations of the position, they are signed off, and able to deliver solo.
- k. Fault Service Repair Record – as per NHVAS. See specific Manual.
- l. Fault Service Repair Record – as per NHVAS – See specific Manual
- m. HR Cylinder Reporting – For HR truck delivery specific issues . site concerns
- n. Incident / Accident Report – For reporting of all Incidents and accidents.
- o. Leave Application – For employees to request time off, including weekend to not be on call, as well as annual leave, personal leave.
- p. Mass Records – Bulk Cylinder / Bulk Liquid – as per NHVAS – See specific Manual
- q. PPE/Loadrestraint Requirements – For request of such
- r. Request from Office – Dispatched request for specific information, eg: Updated Drivers License
- s. Site Inspections – For use by driver if attending a new site, to report any concerns, issues.
- t. Time Sheet – For all employees to report on work performed, to upload work diary pages
- u. Tool Box Talk – For links on Minutes of any Tool Box Talks / Meetings held with groups of drivers.

Section 9 – MAINTENANCE

- 9.1 Camlin Investments is enrolled in the NHVR Mass and Maintenance Management Accreditation Scheme. Under this accreditation, strict guidelines for Driver responsibilities exist (refer: Module 3 and 4). It is the policy of Camlin Investments to ensure Company Vehicles remain on fortnightly maintenance schedules and have current Certificates of Inspection from state registration regulators to ensure all Safety standards are adhered to. It is the Drivers responsibility to bring to the attention of Mr Gregory Plevy or Mr Michael Anning any and all issues they are aware of, as they become aware of the issue, via the CANVAS app, and as per the NHVAS protocols established.
- 9.2 All vehicle maintenance will be conducted by company chosen repairers, with whom account facilities have been established, and Purchase Orders are issued via CANVAS Fault/Service Repair Record.
- 9.3 Payment for Maintenance Time – As per the FWA Award MA000039 (See Section 10.1), Camlin pay’s its employees an hourly rate inclusive of a 1.3 Industry Disability Allowance, which includes time for maintenance, purchasing of parts / tyres etc.
- 9.4 List of Authorised Suppliers

Beaurepaires	Power Plus Diesel
BP Australia	Progress Heavy Vehicle Repairs
Bridge Auto Repairs	Radiant Bodies
Bridgestone tyres	Simpson Truck and Plant
Brown & Hurley Group Pty Ltd	Shilleto Diesel Repairs
Cummins South Pacific Pty Ltd	SX Trailers Ltd
CMV Truck	Thompson's Machinery
Gilbert & Roach	Twin City Auto
Mildura Truck Centre	Westrac CAT
Kenworth Australia (Paccar)	Simpsons Truck and Plant Maintenance

Section 10 – EMPLOYMENT AND PAYMENTS

- 10.1 Camlin Investments pays its company drivers under the definitions of the Fair Work Australia Modern Award - Road Transport (Long Distance Operations) Award 2010. Ref: MA000039, and the Road Transport Award MA000038. Ordinary Time Earnings are calculated as 40 hours at the Award Hourly Rate. Superannuation Guarantee Charge (SGC) is calculated on this amount. A copy of these awards are available to download from Fair Work Australia at www.fwa.gov.au. Employees undertaking long distance operations are paid under cents per kilometre method; Employees undertaking local work are paid under the hourly rate method. In the instance where this work crosses over, the higher rate of pay will be paid. Payroll is run on a weekly basis, and is calculated by the information submitted via CANVAS Timesheets. Payment is made on the Wednesday following the end of the previous week. SGC is paid quarterly into nominated funds. Employer default fund is TWU Super’s MySuper product.
- 10.2 Employees are required to complete the employment application form, a TFN Declaration form; bank account details for payment and Super Choice Form. Also required are copies of current driver’s licenses

and Dangerous Goods Licenses. These are to be updated upon renewal, and sent to the office via CANVAS. All drivers are to hold current and valid licenses, and any suspension of these licenses will result in a suspension of employment. If the term of suspension of employment is deemed to be detrimental to the business, employment will be terminated.

10.3 Accruable leave types – annual, sick/personal and long service can only to be taken and will only be paid if enough hours have been accrued to cover the time absent from work. *See also 6.3 Rehabilitation for Workers Compensation recovery policy.* Unused annual leave may be paid out in lieu of time taken, at the discretion of the MD, and this will be ex-loading and ex-SGC. Annual leave is to be taken as a min of 2 weeks, and a max of 4 weeks per year, unless express permission is sought for longer term holidays. Leave must be requested using CANVAS and can be taken once approved. Leave is to be requested from Sunday to Saturday. Working week starts Sunday and ends Saturday.

10.4 Parental Leave – In addition to the above leave types, Camlin Investments recognises the importance of having a family, and shall undertake all reasonable steps to allow the legislated Parental Leave entitlements of all employees, allowing employees to return to work in a position most close to their original employment. More information of Parental Leave entitlements can be found at www.fairwork.gov.au

10.4 Flexible Working Arrangements – Employees who met the specific criteria to request a Flexible Working Arrangement shall have their written request responded to within 21 days of receipt of the request.

Camlin Investments recognises that their employees have dependants who may require a more flexible working arrangement, and shall take all reasonable steps to allow such flexibility. However, the request shall be viewed with regard to ensuring ‘reasonable business grounds’ are met. For example, where the request will result in increased costs; alter the working conditions of another employee; result in loss of productivity or efficiency; have a negative impact on customer service etc, the request shall be denied.

10.5 Termination

In all cases of ending of employment – the Employee’s accrued annual leave shall be paid out with the last week’s wages, and SGC entitlements shall be remitted to the nominated fund at the end of the current quarter. The current year Payment Summary shall be sent to the email address on file, and it remains the employee’s responsibility to update Camlin with any changes to that, or to your residential address.

The return of all Safety equipment in the Safety Bag shall be checked prior to the payment of final wages, and the cost of any missing equipment shall be deducted from the final pay.

i. Employee Moving On – If you decide you no longer wish to work with Camlin, we require at least 2 week’s notice of your leaving date. This can be negotiated with Mr Gregory Plevy.

ii. **Employer Decision** – If Camlin makes a decision to terminate your employment due to noncompliance with Policy, you shall be given a 1 week notice period, which may be paid out in lieu of notice, at the discretion of the Managing Director.

iii. **Alteration of Routes by Customer** – As Camlin Investments is a principal contractor, the specific routes an employee may be employed to cover are subject to change, and as such, working conditions may change. Camlin Investments shall make all reasonable efforts to maintain an employee’s working conditions, but this may not always be possible.

10.6 **Conflict and Dispute Resolution** – Camlin Investments strives to comply at all times with the Fair Work Act 2009, and provides a fair and balanced dispute resolution process for its workers. Camlin Investments follows the Dispute Resolution Best Practice, as outlined in the FWA Modern Award MA00039 Road Transport (Long Distance Operations).

10.7 **Infringements, Fines and Complaints**

i. **Traffic Infringements / Parking Fines** - Any major breach of state or federal traffic laws will result in an official warning letter being issued. If the infringement results in a loss of license, as outlined under Section 10.2, employment shall be suspended for a maximum period of 3 months. If the loss of license has not been resolved at this time, employment shall be terminated. Minor Infringements will be allocated to any driver responsible, and it shall become their responsibility to pay any infringement penalty and receive loss of points, if applicable. Traffic Fines will be paid by Camlin investments, and monies withheld from subsequent payroll to cover the fine

ii. **Log Book Infringement** – Following 3 “Notice to Produce” letters from any state RTA, requesting log book entries, a warning letter will be issued.

iii. **Paperwork Infringements** – Any Australian or State Government fine or penalty imposed upon a driver and/or Camlin Investments as a result of incorrect or non completion / compliance of required paperwork will be the responsibility of the driver accountable. At Camlin’s discretion any company fine may be paid by the company.

iv. **Dangerous Goods Code** - Any breach of the Dangerous Goods Code will result in an official warning letter being issued, and if a penalty is imposed, it will be the driver’s responsibility. Refer: Dangerous Goods Code of Conduct Breach Penalties List in Drivers Folder.

v. **Complaints** – Drivers will receive warning letters for complaints from members of the public / customers or others.

vi. **Employee Excellence Program** – All Drivers are awarded a bonus figure at the start of the year, and any areas of non-conformance result in a deduction of the bonus. This program is initiated to further encourage all employee to drive with caution, follow procedure and be the best employee they can be.

In the instance where the infringement / fine or compliant warrants immediate attention, employees may be suspended from duty until an investigation can be undertaken. At the completion of the investigation, if the employee is found to be liable for breach of company policy and/or procedure, immediate dismissal may be warranted.

- 10.8 **Company Vehicle Policy** – In additional to the maintenance clauses under Section 9 Vehicle Maintenance all employees have the responsibility to keep company vehicles in a clean, hygienic and safe state, with no accumulated rubbish and personal items cluttering up the cab of a truck, or the inside of a company car. With regard to personal items, including fridge/freezers or esky's, Camlin shall not be held responsible for loss or damage to these items.

Drivers are assigned a vehicle at commencement of employment, and whilst this may be the regular vehicle they use day to day, all company vehicles, including cars, are at time to time made available to other employees – for example, whilst on annual leave or during change overs. At the discretion of the Managing Director a replacement vehicle may be made available. Drivers who are on an AM / PM roster and share a vehicle, are to ensure that this vehicle is in handed over at the end of their shift in a clean and tidy state.

Fuel is paid for by the company, via way of BP Fleet Cards. Fleet cards are to be used by all staff, with odometer readings handed it at time of fuelling. Any loss of a fuel card must be reported immediately.

Vehicles remain the property of Camlin Investments and are to have nil modifications made to the vehicles. In the case of company cars, there is to be no towing, or off road use, unless specifically authorised by Gregory Plevey.

Company trucks are to be parked overnight in Camlin depot, customer depot, authorised parking area, and/or a designated road side truck stop – which have nominated safe areas. Trucks are not to be parked in residential areas, and drivers are not to take trucks/DG trailers home, unless specific approval has been sought and granted by Mr Gregory Plevey in case of extraordinary circumstances.

- 10.9 **Equipment** - All new employees are required to sign to confirm issue of equipment. At cessation of employment, an audit is conducted of this equipment, and any missing items will be reimbursed via the final payroll.

i. **PPE and Uniform** - Camlin Investments requires that all drivers are to wear a Company Uniform, and at all times this uniform is to be neat and freshly laundered. If an employee chooses to leave the employment of Camlin Investments within a 12 month period, a one off \$250.00 Uniform Fee will be withheld from the final wages payment. A full set of PPE gear is supplied to each driver, and at cessation of employment all PPE gear supplied is to be returned, else a deduction may be made from final wages payment.

ii. **Mobile Phones** - Each Camlin Employee is provided a mobile phone for use to contact the offices of Camlin, their customers and Maintenance suppliers. Mobile plans are structured so that intra company calls are free, and all phones are kept on a minimum mobile plan to allow calls home in the event of extended travel. As such, any excessive use of the phone for personal reasons shall

attract high call charges, and Camlin shall retain the employee's component of these charges from the next payroll.

- iii. iPad – Employee's are provided with an iPad and protective casing for use of the CANVAS app for submission of data to the office. This iPad remains the property of Camlin, and is solely for Camlin transport work and for communication to the offices of Camlin. Restrictions are in place to prevent misuse. The iPad is to be kept in the cab of the truck at all times.
- iv. Office Computer – Camlin office equipment, including PC's are protected from virus and malware threats with licensed software. Any unauthorised downloading of files is prohibited, to ensure safety of Camlin's sensitive information stored on Company PCs. Office based staff are prohibited from downloaded external content unless under the direction of the Managing Director Gregory Plevey.
- v. Company Email Address – Employee's who require a company email address to communicate shall be issued with one. This email is to be used solely for work communication only, and is not to be used as a vehicle for personal communication. Company email addresses and their inbox contents are monitored via cPANEL. Employees who are found to be circulating non work related communication via this method shall be issued with a warning. Further, these email addresses are available on the iPADS, and regular checking to ensure the inboxes are free of malicious, harmful or inappropriate material shall be undertaken.

Section 11 – CLIENT INTERACTION

Camlin Investments contracts predominantly to one main client – Coregas. With all interactions with this client, their employees, representatives and customer, employees are required to embody the company's Quality Policy Statement and strive to enhance the reputation of the Company. Camlin has a 'can do' approach, and with all interactions with our clients, this approach is paramount.

At all times, Camlin employees are to follow Standard Operating Procedures, as listed in the TERP. When a situation arise that prevents strict adherence to this SOP, this information is to be reported back to the Transport Operations Manager immediately – either via the CANVAS app Maintenance Report, Incident/Accident Report or for more immediate, serious situations via phone (ref: TERP).

Information contained within these reports will be managed and reported back to Coregas, via the combined Maintenance Report. Actioned items will be conveyed to employee affected. If required, an Employee Communication shall be distributed to inform all employees of an alteration to SOP.

Section 12 – SOCIAL MEDIA

Camlin Investments relies on the judgement of its employees when using Social Media. All employees have the right to express themselves on Social Media, and to associate themselves with the company. We welcome a show of pride in your role with the company, regarding your truck and equipment, however the following boundaries exist for the protection of the Company's ability to meet its Quality Policy Statement:

1. Content pertaining to sensitive company information is not to be shared to the outside online community. Divulging information such as financial, operational and legal in nature of Camlin, or that of its clients is strictly prohibited. This includes routes taken, customers delivered to, suppliers used, work schedules, internal documentation, etc.
2. Discussion around other employees, management, client staff, customers is strictly prohibited.
3. Disassociation with disgruntled ex-employees is encouraged
4. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs will not be tolerated.

Remain professional in your Social Media approach. Any breach of these boundaries will result in immediate dismissal – no warnings will be given.



Camlin Investments

ABN 18 082 736 945

Head Office Ph: 02 9523 0527

Depot Ph: 02 6761 5375

www.camlin.com.au

Please sign this page and return to Head Office, Sydney for your Employment File.

Employment File Copy

POLICY AND PROCEDURES MANUAL

Section 13 – AGREEMENT

As an employee of Camlin Investments, I the undersigned, agree to adhere to all policies and procedures as outlined the above Manual, and those as outlined within the Fatigue Management, Emergency Response Policy, and the NHVAS Maintenance Management Module, and NHVAS Mass Management Module. I undertake to communicate any concerns or suggestions I have regarding the above policies to enable the Company to better improve its undertaking to its employees, customers and the community that Camlin Investments is exposed to.

As an employee of Camlin I understand the implications of failure to abide by these Policies and shall take responsibility for the Camlin equipment and vehicles and that of their customers that I am assigned.

As updates of these Policy Manuals are made available, I shall acknowledge these updates,

Signature

Print Name

Date