



Industrial Relations Policy

The Company has established this quality policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable customers', regulatory and legislative requirements as well as our commitment to continually improve our management system.

1. Commitment Principal Asset Services (PAS) strives to continually improve the quality of its productivity, performance and services to enable continued growth in a competitive industry. Our goal is to have open and transparent processes in all aspects of our dealings with employees, suppliers and subcontractors, encompassing all issues pertaining to industrial relations.
2. Effective client, people and site management is based on open, honest relationships and realistic negotiations that are beneficial to both parties.
3. IR Objectives and Goals PAS aspires to eliminate lost time, down time and unproductive work practices that arise through grievances or disputes pertaining to industrial relations. We encourage proactive, two-way consultation between parties, with consideration of both parties' requirements, when faced with any issue relating to industrial relations.

Principal Asset Services is committed to;

- Compliance with state and federal industrial relations legislative instruments, including the Workplace Relations Act 1996 (Cmth), Income Tax Assessment Act 1997 (Cmth), Superannuation Guarantee (Administration) Act 1992(Cmth) and the Superannuation Guarantee Charge Act 1992 (Cmth), the Accident Compensation Act 1985 (Vic), the Equal Opportunity Act 1995 (Vic) and the Work Health and Safety Act 2011 (Cmth).
- Maintaining an open relationship with our employees and any elected representatives on a project basis, and with other interested parties as appropriate.
- Accepting that the properly held interests of our clients always prevail, and that accordingly it is the client who may, in some cases, determine actual industrial relations arrangements.
- Advising clients of PAS, during the progress of the work, and within 24 hours of becoming aware, of any industrial relations or OH&S matter which may have an impact on the cleaning program, the principal contract and other related contracts or project costs.
- Employment practices that ensure equal opportunity and shall not be discriminatory.
- Unfair discrimination and sexual harassment is prohibited in Australia by the Equal Opportunity Act 1995 (Vic) and three Federal Acts: the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992. PAS will make sure that employees and those applying for employment receive fair and unbiased treatment. We are determined to provide a working environment free from



discrimination or victimisation in accordance with the principles promoted by the above Acts of Parliament.

- Encouraging all contractors working on their projects comply with applicable awards and workplace arrangements, whilst recognising their right to have their own industrial relations policies and arrangements. PAS will from time to time request that contractors provide evidence of compliance with relevant Industrial Relations practices.

Responsibilities

PAS has an active Board of Senior Management who all work in the business on a day-to-day basis, are involved in all aspects of contract negotiations at all levels and often act as project managers for contracts. As such, they become the first and ultimate point of contact for all issues pertaining to industrial relations.

Effective communication between all Directors, Senior Management, Staff in PAS is a priority and is encouraged through open access to Directors via face-to-face meetings, electronic and written communications and telephone contact. Directors can be contacted by the following methods:

- Phone 1300 291 106
- Email: info@principalassetservices.com
- Post to Principal Asset Services, Suite 43, 89 Jones St Ultimo NSW 2007 Australia

Industrial Relations Performance Tracking PAS will track and monitor key performance indicators relating to Industrial Relations and Worker Productivity. These KPI's may include:

- Tender Performance
- On Time
- On Budget
- IR impacts on Tender Performance
- Worker Productivity
- Average labour cost per hour

PAS are committed to providing an efficient work environment that provides optimum opportunities for all workers and stakeholders and will develop strategies to continuously measure and improve on productivity performance.

PAS acknowledges the right of entry to union officials who hold valid entry permits to enter their business for specific purposes:

- To investigate a suspected breach of the Fair Work Act 2009 (Cth) (FW Act) or a term of a fair work instrument such as a modern award or enterprise agreement and the suspected breach affects or relates to a member of the official's union who performs works on the site and the official's union is entitled to represent the member's interest.



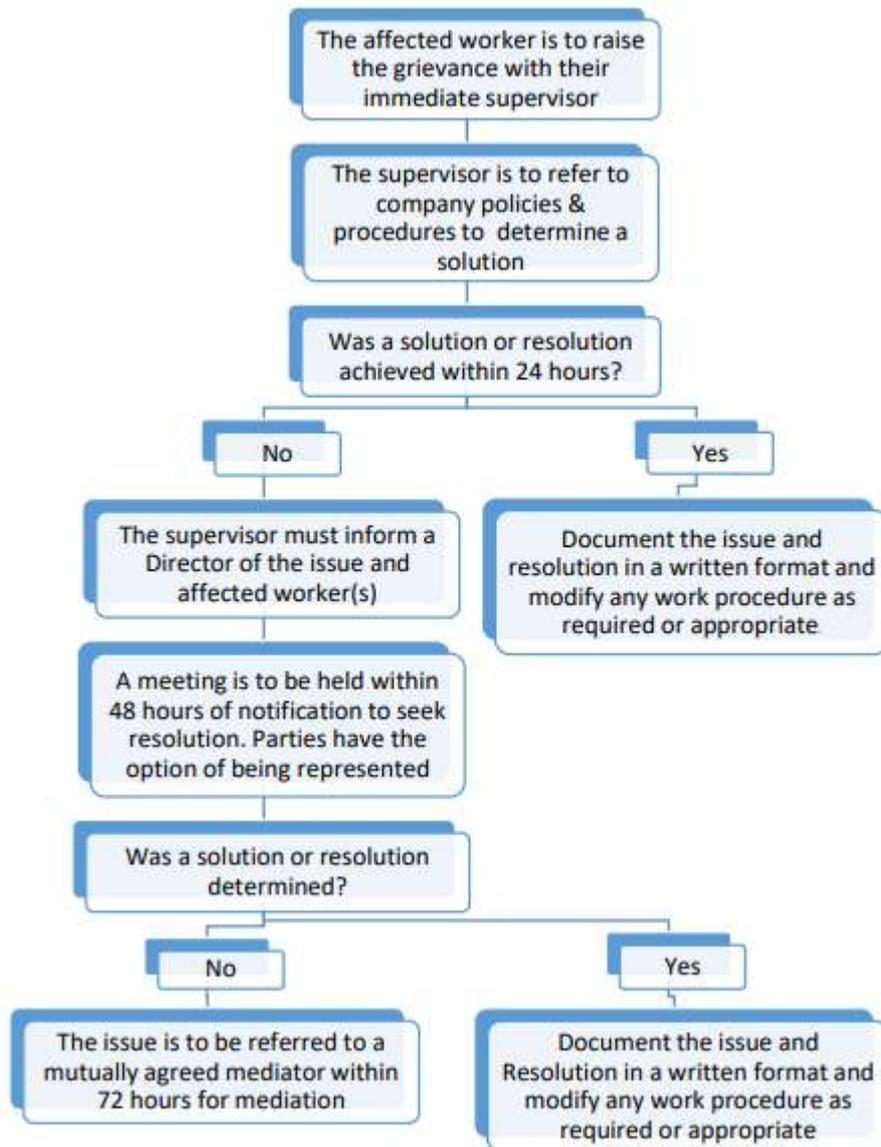
- To hold discussions with employees that the permit holder's union is entitled to represent, perform work on the site and wish to participate in these discussions.
- Perform inspections and other functions under WHS laws of a state or territory

Freedom of Association

PAS acknowledges that employees and sub-contractors have a right to belong or not to belong to any industrial association they choose, without it affecting their employment. For employees "industrial association" generally refers to a union. This means that, all things being equal, an employee who is a member of a union (or other association) should not be treated less favourably than an employee who is not a member of a union. The reverse is also true.

Dispute Resolution and Grievance Procedure

All parties are required to make every effort to resolve grievances or disputes with their employees and applicable parties at the appropriate level, in accordance with the procedure outlined in the relevant award or workplace arrangement. The parties are committed to continue working towards the elimination of lost time through close consultation and cooperation with those directly affected, and through the effective operation of these Grievance/Disputes Settlement Procedures as outlined on the next page:



Work should continue without interruptions from industrial stoppages, bans and/or limitations whilst the above procedures are being followed. Where PAS is not the principal contractor, the parties to the dispute shall involve the principal contractor.

Authorised by: Martin Isef

Position: *Managing Director*

Date Approved: 8/08/2019