

Quality System Policy

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1 Quality Policy

ASLAT provides project development and commercial management for government and private sector clients across Australia and internationally. We service the infrastructure, energy and renewable sectors.

ASLAT aim to satisfy the specific client requirements through professional advice and behaviour. To achieve this goal ASLAT has a policy to maintain effective and high-quality practices using an approach that is in-line with the requirements of ISO 9001:2015 and AS/NZS 4801:2001.

Our Quality objectives are:

- To meet requirements of clients and regulatory standards in a cost effective and timely manner
- To build relationships with our suppliers both by clearly defining procurement requirements, monitoring and evaluating their performance
- To empower and train our staff
- To safeguard our clients' goodwill and ASLAT's reputation

We recognise that this policy requires a clear commitment by management and staff to the application and continual improvement of our business.

1.1 Establishing & Communicating

The quality policy acts as a compass by providing the direction and framework for establishing key corporate level performance measures, as well as related objectives and targets. Top management ensures that our corporate policies are established and documented, and that the policies are available to all interested parties via our website.

The Administration Manager has overall responsibility for defining, documenting, implementing and reviewing our quality policy in consultation with the management teams and other personnel, or their representatives. The policy is reviewed at least annually, as part of the management review program at a frequency determined by:

- The changing needs and expectations of relevant interested parties
- The risks and opportunities that are presented through the risk management process

The quality policy is communicated to all employees at all levels throughout our organisation via training, regular internal communications and reinforcement during annual employee performance reviews. Employee understanding of our policies and objectives is determined during internal audits and other methods deemed appropriate.

1.2 Quality Policy Statement

ASLAT is committed to an operating philosophy based on openness in communication, integrity in serving our customers, fairness and concern for our employees and responsibility to the communities within which we operate. Our vision is to exceed customer expectations for quality, safety, sustainability, cost, delivery and value. Additionally, we are dedicated to creating a profitable business culture that is based on the following principles:

OUR PEOPLE

ASLAT is committed to equality in employment opportunity and rewards, embracing wholeheartedly the cultural diversity within the communities we call home. Our employees' welfare and interests are foremost throughout all aspects of our business and how we conduct our affairs. ASLAT is committed to:

- Creating and nurturing an environment of success based on honesty and integrity
- Equitable sharing in the success of the company
- Empowerment through training and communication
- Individual growth and equal opportunity
- Designing and providing a safe and secure work environment

OUR CUSTOMERS

Customer needs are paramount and represent the highest priority within our business. Our obligation is to proactively seek out and define customer needs while addressing all requests expeditiously without creating false expectations.

OUR COMMUNITY

ASLAT is committed to supporting the communities within which we operate. We believe in the practice of social responsibility and encourage similar behavior in our employees and suppliers. We support the conservation of the physical environment and the prevention of pollution at our facilities. We proactively comply with all applicable safety, environmental, legal and regulatory requirements to which we subscribe.

OUR QUALITY

Beginning with a clear definition of customers' expectations, we strive to consistently meet or exceed them. We adhere to all applicable standards and customer specific requirements and endeavor to provide processes that ensure we achieve this in order to build a robust and world class business.

ROLE, RESPONSIBILITIES AND AUTHORITIES

Our organisation chart shows the interrelation of personnel within ASLAT, whilst job descriptions define the responsibilities and authorities of each role. Job descriptions and the organisational structure are reviewed and approved by management for adequacy as determined by the changing needs and expectations of the interested parties and any risk and opportunities presented through the risk management process.

Members of management are ultimately responsible for the quality of ASLAT outputs and services since they control the resources, systems and processes by which conforming work is accomplished. Top management are responsible for business planning, development and the communication of our policies, Quality System planning, the establishment and deployment of objectives, the provision of resources needed to implement and improve the Quality System and for undertaking management reviews. Top management has assigned the responsibility and authority to the management teams and departments to:

- Ensure that QS processes are delivering their intended outcomes
- Report on the operation of the QS and identifying any opportunities
- Ensure that improvement is taking place
- Ensure that customer focus is promoted throughout the organisation
- Ensure that whenever changes to the QS are planned and implemented
- Ensure the integrity of the system is maintained during changes
- Ensure that responsibilities and authorities relating to the QS are communicated and understood

All managers demonstrate their commitment to the development and improvement of the Quality System through the provision of necessary resources, through their involvement in the internal audit process and through their proactive involvement in continual improvement activities. Emphasis is placed on improving both the effectiveness and efficiency of key system processes.

All managers are responsible for execution of the business plan and the implementation of the policies, processes and systems described in this policy. All managers are responsible for planning and controlling the management system processes within their area of responsibility, including the establishment and deployment of operational level objectives and the provision of resources needed to implement and improve these processes.

All employees are responsible for the quality of their work and implementation of the policies and procedures applicable to processes they perform. Employees are motivated and empowered to identify and report any known or potential problems and to recommend related solutions to aid the corrective and preventive action process.

2 Health, Safety, Environment and Wellbeing Policy

ASLAT is committed to providing all workers, contractors, sub-consultants and visitors with a safe and healthy work environment in line with relevant HSE legislation, Codes of Practice and Australian Standards.

ASLAT will exercise its due diligence through the implementation of robust risk management frameworks. Our goal is to prevent injuries and illnesses in the workplace. ASLAT will achieve this through:

- Developing and implementing safe systems of work including plant and equipment maintenance via an effective HSE Management System
- Assessing, identifying and reducing the risks associated with work activities that have the potential to cause injury or illness
- Measuring and evaluating the HSE performance through regular review throughout all levels of the organisation
- Providing instruction, training and supervision to improve understanding of workplace hazards, including safe work practices and emergency procedures
- Involving individuals in health and safety matters and consulting with them on ways to recognise evaluate and control workplace hazards
- Applying effective rehabilitation measures for employees who suffer work related injuries
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others' health and safety at work

It is the responsibility of all employees, contractors, visitors and any other persons to:

- Follow all company safety requirements and relevant codes of practice
- Maintain a clean and orderly work area
- Report all hazards, near misses, incidents, injuries and illnesses
- Actively participate in safety improvement activities
- Maintain a duty of care for their own actions as well as for the health and safety of all others with whom they are in contact in the workplace

This Policy will be monitored and reviewed periodically or as required by legislation changes by our management team in consultation with employees. ASLAT will conduct audits of our management system, and review and measure our HSE performance.

ASLAT and its employees are committed to working together to meet health and safety objectives and to create a safe work environment for everyone.

3 Rehabilitation/Injury Management Policy

ASLAT is committed to providing all workers, contractors, visitors and other persons with a safe and healthy work environment, under the requirements of the relevant state and territory legislation, Codes of Practice and Australian Standards.

Our goal is to prevent workplace injuries and illnesses.

At times, work injury/illness may occur and ASLAT is committed to providing support to workers who are injured due to a workplace incident at one of our workplaces or associated with work carried out by our workers or contractors.

Where a worker injury or illness prevents immediate return to their pre-injury position, modified/alternative duties consistent with medical opinion will be provided.

The aim of ASLAT's rehabilitation program is to return injured or ill workers to their pre-injury position. Where the degree of the injury prevents a worker returning to full duties, every effort will be made to place workers into constructive work within the organisation consistent with their physical capacity, skills and abilities. In order to provide an effective rehabilitation plan to injured workers, communication between the treating medical practitioners, management, return to work coordinator and the worker will occur.

Participation in a rehabilitation program will not itself prejudice an injured worker in either job security or promotion and all documentation regarding the process will be treated confidentially. ASLAT may utilise an external rehabilitation provider to coordinate any rehabilitation and return to work program.

We are dedicated to our Rehabilitation and Injury Management system and this Policy will be monitored and reviewed periodically by our management staff as part of our commitment to continuous improvement.

4 Anti-Discrimination, Harassment and Bullying Policy

ASLAT is committed to providing a workplace free of all forms of discrimination and harassment including bullying. It aQS for equality of opportunity for all employees.

Discrimination, Harassment and Bullying is not only *unacceptable* it is *unlawful* pursuant to state legislation, federal legislation and various Occupational Health and Safety Legislation. It is the responsibility of the Manager to provide a working environment free from discrimination, harassment and bullying. To this end, ASLAT will take all practicable steps to ensure our clients provide a similar working environment.

In addition, Management will ensure all complaints are treated confidentially, seriously and sympathetically. Relevant disciplinary action will be taken against anyone found to have breached this policy.

No employee will be penalised or disadvantaged because of raising concerns or complaints relating to discrimination, harassment or bullying.

Employees will be encouraged to report instances of Direct and Indirect Bullying to their Manager or Health & Safety Representative including:

- abusive, insulting or offensive language
- spreading misinformation or malicious rumours
- behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming
- displaying offensive material
- inappropriate comments about a person's appearance, lifestyle, or their family
- teasing or regularly making someone the brunt of pranks or practical jokes
- interfering with a person's personal property or work equipment or harmful or offensive initiation practices
- unreasonably overloading a person with work or not providing enough work
- setting tasks that are unreasonably below or beyond a person's skill level

- deliberately excluding, isolating or marginalising a person from normal work activities
- withholding information that is vital for effective work performance
- deliberately changing work arrangements, such as rosters and leave, to inconvenience a worker or workers
- unfair treatment in relation to accessing workplace entitlements such as leave or training
- No discrimination, harassment or bullying will be condoned

5 Drugs, Smoking and Alcohol policy

ASLAT is committed to providing a safe working environment by eliminating conditions and work practices that could lead to illness or injury or property damage. All employees are expected to behave in a responsible manner and present themselves to work in a fit and healthy state.

The purpose of this policy is to minimise health and safety risks attributable to employees being under the influence of alcohol and other drugs. This policy sets our requirements of the alcohol and other drugs policy so that all employees are aware of what is expected of them. The objectives of this policy are to:

- Provide a safe working environment by minimising risks associated with the use of alcohol or drugs
- Provide assistance through a range of educational measures
- Ensure that ASLAT meets its obligations to its employees
- Ensure that employees that are unfit for work as a result of alcohol or drug use are dealt with consistently and fairly

All Personnel should become familiar with this policy. They should notify the management of any prescription medication they may be taking that may adversely affect their performance or safety at work or in the advent of any positive test relating to these medications.

This policy applies to all persons employed by ASLAT. Testing for alcohol and drugs is completed via site requirements - some work sites may operate a mandatory random drug testing program. When working on a Clients site, their procedures must be adhered to in relation to Drug and Alcohol limits.

Our Drug and Alcohol limits are zero - on all sites and work areas.

Any employee who returns a positive test will be regarded as unfit for work and will not be allowed to continue at work until a subsequent test (or confirmatory test) demonstrates that he / she is at the threshold level. Positive drug or alcohol readings in excess of the legal or site limits may result in termination of employment.

ASLAT is also a restricted smoking environment. Smokers will be asked to take any cigarette breaks outside buildings. This policy is to protect the health and safety of all employees at ASLAT. Smoke breaks shall be taken in approved break periods or time taken for smoke breaks is to be made up. Arrangements for smoke breaks are to be approved by your supervisor.

6 Environmental Policy

ASLAT is committed to a continuous cycle of planning, implementing, reviewing and improving in meeting environmental obligation. Including:

- consider their operations with continuous awareness of potential environmental impact
- acting to control and minimise impact or other adverse effects on the air, water, land, natural resources, flora, fauna, humans, (including culture) and their interrelation

The Company will observe three main aspects of its business undertaking:

- Resource Consumption
- Water Quality
- Waste Minimisation

In this endeavour, the Company will count compliance with the following legislation as integral to achieving its objectives.

- Environmental Protection Regulation 2000
- Environmental Protection (Waste) Policy and Regulation 2009
- Environmental Protection (Water) Policy 2009
- Environmental Protection (Noise) Policy 2015
- Environmental Protection (Air) Policy 2015

With specific regard to achieving the broad Environmental objectives of this policy ASLAT will ensure that adequate resources are provided to fulfil this commitment, and will:

- Develop and implement environmental and waste management initiatives
- Provide staff with information guidelines and training that encourage responsible environmental and waste management behaviour
- Facilitate the development of environmental and waste management systems for our workplaces
- Report and analyse our performance with regard to our objectives
- We shall also adopt and perform the Environmental Management Plans of our customers and Clients

6.1 Compliance

ASLAT is aware of its commitment and obligation to comply with all laws, acts, regulations and other rules of conduct established by national, state or local government authorities. ASLAT will comply with Client environmental requirements, policies and procedures that are related to contracts undertaken on work sites.

6.2 Employee Communication

As part of the Induction process, all employees must review the ASLAT Environmental Policy and be aware of their requirements and obligations as employees to comply with this policy. Staff will be informed of any environmental impacts of projects through staff meetings, emails and informal discussions.

A culture of environmental awareness will ensure that all our activities will be conducted to prevent environmental harm whilst providing our customers with services that satisfy their needs. This policy is an important part of ASLAT operations and all Management, employees and Contractors are required to comply.

6.3 Environmental Training

All employees and contractors will receive an appropriate level of training and supervision to ensure that they are competent to comply with the Environmental Policy.