

Code of Conduct

Our commitment

Through its activities and practices, AMH Civil commits to:

- Conducting everyday business in a fair and reasonable manner
- Communicate honestly and proactively with clients, employees, and stakeholders
- Encourage behaviour that contributes positively to the business' reputation
- Encourage and enforce behaviour and activities that follow government laws, regulatory body codes, and industry standards and guidelines
- Monitor the external market environment to ensure compliance is up to date with new rules and regulations
- Be a workplace and contractor of choice through development of a safe and encouraging working culture
- Maintain a positive and no-blame reporting culture throughout the business
- Review and monitor operations for evidence of corruption or unethical behaviour for immediate investigation in accordance with the Just Culture Framework set out in the Employee Performance and Discipline management tool

A handwritten signature in black ink, appearing to read 'JM'.

Joseph Mansell

General Manager / Director

AMH Civil

Chain of Responsibility Policy

Our commitment

This policy provides a framework to ensure AMH Civil Pty Ltd, and our relevant employees, contractors, and sub-contractors, promote public safety in our transport activities and manage compliance to our Chain of Responsibility obligations.

The Company has procedures to ensure an ongoing commitment to our CoR obligations for our Relevant Personnel, and to deliver the following outcomes we will:

- Implement, maintain, and monitor systems to manage safety and ensure compliance with all requirements of the CoR laws, including adequate supervision and auditing of the system.
- Ensure that regular compliance reports are provided to the appropriate levels within the Company, identifying any breaches of the CoR laws and steps taken to remedy those breaches; and
- Implement a CoR training program.

Operator/manager/scheduler responsibilities

- Ensure rosters and schedules do not require drivers to breach driving hours or speed limits
- Assess whether a driver is fit for duty
- Record driver activities, work, and rest times
- Ensure drivers do not work while impaired by fatigue or while in breach of their work or rest hours
- Maintain vehicles and ensure properly functioning speed limiters are fitted
- Ensure vehicles are not loaded to exceed mass or dimension limits and are appropriately restrained

Our Relevant Personnel are required to:

- Successfully complete CoR training as and when directed.
- Follow the systems and processes implemented by the Company in relation to the CoR laws.
- Follow all reasonable directions from the Company regarding compliance with the system and requirements of the CoR laws; and
- Report any incidents or breaches of the CoR laws, or the systems, procedures and processes implemented by the Company.

We will ensure that our managers contribute to and are held accountable for developing, implementing, monitoring, and reviewing AMH Civil's CoR systems for the safety of everyone at the workplace, and for public safety, for road transport by heavy vehicles.

Joseph Mansell

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written over a light blue background.

General Manager / Director

AMH Civil

Community and Stakeholder Engagement Policy

Our commitment

AMH Civil leadership are committed to the management and operation of the business in a way that:

- Actively engages with stakeholders
- Positively benefits the community
- Mitigates disruption and negative impacts to community and stakeholders as far as reasonably practicable

Policy in practice

AMH Civil leadership will implement the above through:

- Identify and categorize stakeholders to analyse the risks and impacts potentially incurred by planned works or activities
- Consult with clients to understand and respect their stakeholder and community assessment impacts and engagement plans for works and activities
- Anticipate, identify and prioritize risks from stakeholder engagement at project planning phase
- Prepare a responding plan and handle stakeholder dialogue constructively where impacts are identified
- Closely communicate and persistently build understanding with stakeholders in order to gain correct perception and lead to good relationship with and trust from stakeholders by adopting particular communication strategies, methods, formats, and procedures suitable to each group of stakeholders, situation, duration, and local culture.
- Disclose information accurately, explicitly, transparently, and comprehensively to assure that the stakeholders received sufficient, consistent, and timely information.
- Encourage stakeholders/community to participate in matters that affect them; provide channels for receiving suggestions, problems, and complaints from stakeholders; give priority; welcome opinion and exchange views constructively in order to perceive ideas, expectations, and needs of stakeholders.
- Systematically monitor and evaluate the overall quality of the stakeholder/community engagement in order to strive to continually improve stakeholder engagement, develop an action plan, ensure collaboration among different parts of stakeholders/community, follow the engagement process, and inform stakeholders/community of the outcome.

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil

Data Security Policy

Our commitment

AMH Civil and its leadership is committed to building and managing a company with systems and infrastructure in place to ensure the security and integrity of internal data, to ensure we remain a trusted partner for our clients and stakeholders to share data with, and to comply with industry and government regulations and guidelines with regard to data security.

Data Security Policy in practice

In the development of systems and the implementation of hardware and software we will consider the following in order to best mitigate data security issues and potential breaches:

- Review and consideration of appropriate levels of control in accordance with the Australian Cyber Security Centre Essential Eight framework
- Remote monitoring and management in place as appropriate for business IT hardware
- Multi factor authentication in place for all AMH Civil user profiles
- Use of trusted software with demonstrated commitment to data security
- Register of approved software maintained by the business
- Appointment of General Manager as the internal Data Security Officer
- Appropriate use of on site hardware with built in router firewall
- Blocked sign in for shared mailboxes to ensure traceable and secure log in activity
- Records maintained of suspicious activity and security breaches on incident register
- Security breaches reported to affected parties and to Ombudsman as required under law
- Threat detection and management software implemented within Business IT Systems
- Data sharing approvals and access managed through Document Control Procedure and position descriptions

Policy Reviews

We may from time to time review and revise our policies. Accordingly, we reserve the right to change this Policy at any time.

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil

Diversity and Equal Opportunity Policy

Our commitment

AMH Civil and its leadership is committed to diversity and social inclusion across employment and resource engagement across the business

Policy in practice

The objectives and priorities of the Policy are to:

- Promote and value equal opportunity for:
 - Women
 - Indigenous nations, peoples and cultures
 - Local employment
- Promote internal leadership development and succession planning
- Eliminate discrimination, bias, harassment and violence in the workplace

As a civil construction business AMH Civil recognises that true success requires diverse contributions from diverse people and the treatment of business stakeholders with respect and dignity.

AMH Civil commits to:

- Embrace the diverse contributions of our people
- Maintain an inclusive workplace culture
- Make decisions that are fair and reasonable and free from bias
- Provide employment and leadership opportunities based on merit
- No discriminate based on race, gender, sexual preference, marital status, age, religion, colour, national extraction, social origin, political opinion, disability, family or carer responsibilities, or pregnancy
- Account for the needs and interests of our stakeholders in the communities in which we operate.

Policy Reviews

We may from time to time review and revise our policies through management reviews or otherwise at the discretion of the Directors.

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil

Environmental Policy

Our commitment

AMH Civil values the natural environment and cultural heritage. AMH Civil leadership is committed to minimising adverse environmental impacts arising from work activities.

AMH Civil addresses its commitment to environmental sustainability and heritage conservation through the consistent implementation of an effective Environmental Management System to meet the requirements of ISO14001:2015.

Environment Policy in practice

To set business objectives to achieve compliance against the legal obligations, standards, customer requirements, and any obligations that AMH Civil has adopted voluntarily

Integrate environment and heritage considerations into business planning, strategy development and operational delivery

Continually improve the Environmental Management System to enhance performance.

Maintain third party certification of the Environmental Management System to ISO 14001:2015 as independent verification of implementation and effectiveness

Establish environment and heritage objectives and targets, and communicate performance regularly to engage our employees and other stakeholders

Continually improve operational resource use efficiency and take all reasonable and practicable steps to prevent adverse environmental impacts, including pollution

Promote a culture of shared responsibility for environment and heritage outcomes.

Enhance the awareness, knowledge and skills of employees, contractors and suppliers in relation to environment and heritage requirements and practices

Drive organisational learning by investigating significant environment and heritage incidents, and communicating action taken or required to prevent recurrence

Work with business partners, the local community, regulators and other stakeholders to understand their perspective and achieve improved environment and heritage outcomes

A handwritten signature in black ink, appearing to read 'JMansell'.

Joseph Mansell

General Manager / Director

AMH Civil

Fitness for Work Policy

Our commitment

AMH Civil and leadership is committed to creating a workplace environment where our employees are healthy, fit for work and are safe from hazards arising from fatigue, alcohol or drugs.

Policy in practice:

To achieve this commitment AMH Civil will:

- Ensure employees, contractors and clients are aware of and comply with their fitness for work responsibilities
- Ensure employees do not expose themselves or others to risks from fatigue, alcohol or drugs either legal or illegal through adequate supervision and Prestart assessment
- Establish a mental health workplace management plan to communicate and manage mental health responsibilities and obligations
- Train Supervisors as first responders and fitness for work assessors to ensure worker wellbeing is proactively supported and encouraged
- Implement an Organisational Chart with clear reporting structures for all personnel to ensure adequate supervision and checking in
- Ensure workplace conditions do not create and unacceptable risk of fatigue or exposure to risks arising from the use of alcohol or drugs
- Use workplace processes to assess, report and manage circumstances where an employee or contractor presents or is deemed unfit for work due to fatigue, alcohol or drugs
- Provide preventative support and rehabilitation measures to address fitness for work issues arising from fatigue, alcohol or drugs
- Conduct show cause or random drug or alcohol testing on work sites
- Request reasonable information about employee prescription medications used at work
- Limit travel to workplaces to less than 100km one way without General Manager approval and further fatigue management systems implemented

A handwritten signature in black ink, appearing to read 'JM'.

Joseph Mansell

General Manager / Director

AMH Civil



Vehicle Use Policy

Introduction

AMH Civil and its leadership is committed to the safety of our personnel and the community through appropriate and legal use of motor vehicles and heavy vehicles. AMH Civil and leadership are committed to ensuring appropriate and safe provision and maintenance of vehicles for use on our projects, by the right people.

Responsibilities

- The operation of AMH Civil Vehicles comes with specific responsibilities and requirements, which are explained in this document:
- Failure to comply with these guidelines can result in disciplinary action
- If non-compliance results in damage to the vehicle or property, the cost of repair is borne by the driver
- Driver responsibilities apply to employees who drive AMH Civil registered vehicles on or off a project site
- Unassigned pool vehicles garaged on site can only be used to travel within the project site or travel off-site on AMH Civil business. Pool vehicles must be signed out and driver details and times logged to ensure that the driver can be identified in the event of an accident or traffic infringement.
- Unassigned pool vehicles can be used by any employee on the project, subject to meeting the driver responsibilities described in this document and with the approval of the Project Manager or delegated authority and noting the above condition
- Assigned vehicles are to be made available to other members of the project team if a pool car is not available and the assigned driver provides consent
- Where the driver of the vehicle is not the assigned driver, a log book must be kept of the vehicle activity during the period used. This information will be needed in the event of an accident or infringement
- All drivers of vehicles must meet the driver responsibilities outlined in this document
- The assigned driver is responsible for ensuring the log book is completed on return, otherwise they may be responsible for any liabilities.
- Log books may be reviewed at any time by the General Manager
- All drivers must hold an appropriate current driver's licence. If any driver is found to be driving a company vehicle whilst unlicensed or improperly licensed for the vehicle, vehicle driving rights will be withdrawn and employment may be terminated following investigation
- Vehicles must have the AMH Civil logo affixed to each front door at the discretion of the General Manager
- Employees are obliged to report the cancellation or suspension of their driver's licence to the General Manager
- Always park the vehicle in a safe and secure manner to prevent theft, damage or misuse
- In applicable States and Territories, the current vehicle registration sticker must be affixed to the window
- **SMOKING IS NOT PERMITTED IN AMH CIVIL VEHICLES**
- Drive safely and in accordance with the conditions and relevant road rules and road transportation legislation

- Do not use a mobile phone whilst driving except where compliant, hands-free technology is fitted. All vehicles are fitted with Bluetooth capability where required by the company
- Do not drive under the influence of drugs or alcohol in accordance with company policy and applicable law
- Do not use personal sound systems in the vehicle that are connected as ear pieces, impeding hearing
- Vehicles must not be used for unlawful purposes
- Vehicles must not be used in a race, test or contest
- Vehicles must not be used to carry passengers for hire or reward
- **Vehicles must not be used to carry a load greater than the designed carrying capacity, load capacities are to be shown on the vehicles and on the trailers as required by law and consulted by personnel prior to loading**
- Vehicles must not be used to pick up hitchhikers
- Vehicles must not be used to teach learner drivers as these acts can void insurance
- Drivers are responsible for keeping assigned vehicles clean
- The vehicle must be roadworthy at all times. Notify General Manager as soon as possible of any damage to vehicles for incident report to be raised, insurance claim to be lodged, and repairs scheduled as required.
- Vehicle maintenance is to be scheduled by the General Manager.
- Vehicle users are to notify General Manager of upcoming service intervals in advance.
- Vehicles must be maintained and serviced in accordance with the manufacturer's recommendations and safe practice, at authorised service stations
- Repairs must be promptly carried out in accordance with AMH Civil's insurance policy requirements
- For accidents, theft or criminal damage, notify the General Manager and the police and obtain witness details where possible
- Fuel cards are to be used for purchasing fuel

Traffic and Parking Offences

- Parking fines and other traffic infringements or penalties are the responsibility of the driver and will not be paid by AMH Civil
- Non-payment of these fines may result in disciplinary action
- The cost of any infringements or penalties must be borne personally by the driver responsible for the offence
- The General Manager will arrange to transfer all fine and penalty notices to the nominated driver for settlement
- Should a fine be incurred where no driver accepts responsibility, the employee who is assigned the vehicle is responsible for whatever fine AMH Civil incurs

Tolls

- Not all vehicles are not supplied with e-tags by the company. Where tags are necessary, the General Manager may authorise a vehicle be fitted with an e-tag
- Employees who incur toll costs as a result of a business-related journey in tool of trade vehicles or private vehicle, can claim the cost of tolls via an Expense Claim. A receipt or statement must be provided as substantiation.



Heavy Vehicle Use Policy

Introduction

AMH Civil and its leadership is committed to the safety of our personnel and the community through appropriate and legal use of heavy vehicles under the National Heavy Vehicle Legislation. AMH Civil and leadership are committed to ensuring appropriate and safe provision and maintenance of vehicles for use on our projects, by the right people with correct training and information made available prior to use.

AMH Responsibilities

- AMH Civil management will ensure only persons with appropriate vehicle license classifications will drive heavy vehicles
- AMH Civil will ensure HR licence is held by personnel tasked with driving HR vehicles, and will ensure sufficient personnel are employed within the business for the heavy vehicles held by the business.
- AMH Civil will ensure employees with appropriate licencing are allocated to heavy vehicles or to projects using heavy vehicles if on dry hire
- AMH Civil will ensure subcontractors engaged for heavy vehicle use have appropriate licence for the vehicle used
- AMH Civil is responsible for interval servicing of heavy vehicles as required
- AMH Civil is responsible for scheduling and arranging maintenance and repairs of heavy vehicles within a reasonable timeframe where identified through daily prestarts and raised to General Manager by Crew Leaders
- AMH Civil is responsible for establishing a system to ensure that heavy vehicles and associated trailers and plant are in a safe and useable condition prior to use
- AMH Civil is responsible for maintaining and implementing a fatigue management policy for heavy vehicle use (refer to AMH-POL-FFW Fitness For Work)
- AMH Civil is responsible for vehicle registration of heavy vehicles

Driver Responsibilities

- The operation of AMH Civil Vehicles comes with specific responsibilities and requirements, which are explained in this document:
- Failure to comply with these guidelines can result in disciplinary action
- If non-compliance results in damage to the vehicle or property, the cost of repair is borne by the driver
- Driver responsibilities apply to employees who drive AMH Civil registered vehicles on or off a project site
- Unassigned pool vehicles garaged on site can only be used to travel within the project site or travel off-site on AMH Civil business. Pool vehicles must be signed out and driver details and times logged to ensure that the driver can be identified in the event of an accident or traffic infringement.
- Unassigned pool vehicles can be used by any employee on the project, subject to meeting the driver responsibilities described in this document and with the approval of the Project Manager or delegated authority and noting the above condition
- Assigned vehicles are to be made available to other members of the project team if a pool car is not available and the assigned driver provides consent

- Where the driver of the vehicle is not the assigned driver, a log book must be kept of the vehicle activity during the period used. This information will be needed in the event of an accident or infringement
- All drivers of vehicles must meet the driver responsibilities outlined in this document
- The assigned driver is responsible for ensuring the log book is completed on return, otherwise they may be responsible for any liabilities.
- Log books may be reviewed at any time by the General Manager
- All drivers must hold an appropriate current driver's licence. If any driver is found to be driving a company vehicle whilst unlicensed or improperly licensed for the vehicle, vehicle driving rights will be withdrawn and employment may be terminated following investigation
- Vehicles must have the AMH Civil logo affixed to each front door at the discretion of the General Manager
- Employees are obliged to report the cancellation or suspension of their driver's licence to the General Manager
- Always park the vehicle in a safe and secure manner to prevent theft, damage or misuse
- In applicable States and Territories, the current vehicle registration sticker must be affixed to the window
- **SMOKING IS NOT PERMITTED IN AMH CIVIL VEHICLES**
- Drive safely and in accordance with the conditions and relevant road rules and road transportation legislation
- Do not use a mobile phone whilst driving except where compliant, hands-free technology is fitted. All vehicles are fitted with Bluetooth capability where required by the company
- Do not drive under the influence of drugs or alcohol in accordance with company policy and applicable law
- Do not use personal sound systems in the vehicle that are connected as ear pieces, impeding hearing
- Vehicles must not be used for unlawful purposes
- Vehicles must not be used in a race, test or contest
- Vehicles must not be used to carry passengers for hire or reward
- **Vehicles must not be used to carry a load greater than the designed carrying capacity, load capacities are to be shown on the vehicles and on the trailers as required by law and consulted by personnel prior to loading**
- **Loads must be restrained or contained in the appropriate manner. Personnel not competent in restraining or containing loads must not operate heavy vehicles. Failure to restrain or contain a load securely will result in fines for both AMH Civil and the driver. Failure to restrain or contain a load securely may result in termination of employment.**
- Vehicles must not be used to pick up hitchhikers
- Vehicles must not be used to teach learner drivers as these acts can void insurance
- Drivers are responsible for keeping assigned vehicles clean
- The vehicle must be roadworthy at all times. Notify General Manager as soon as possible of any damage to vehicles for incident report to be raised, insurance claim to be lodged, and repairs scheduled as required.
- Vehicle maintenance is to be scheduled by the General Manager.

- Vehicle users are to notify General Manager of upcoming service intervals in advance.
- Vehicles must be maintained and serviced in accordance with the manufacturer's recommendations and safe practice, at authorised service stations
- Repairs must be promptly carried out in accordance with AMH Civil's insurance policy requirements
- For accidents, theft or criminal damage, notify the General Manager and the police and obtain witness details where possible
- Fuel cards are to be used for purchasing fuel

Traffic and Parking Offences

- Parking fines and other traffic infringements or penalties are the responsibility of the driver and will not be paid by AMH Civil
- Non-payment of these fines may result in disciplinary action
- The cost of any infringements or penalties must be borne personally by the driver responsible for the offence
- The General Manager will arrange to transfer all fine and penalty notices to the nominated driver for settlement
- Should a fine be incurred where no driver accepts responsibility, the employee who is assigned the vehicle is responsible for whatever fine AMH Civil incurs

Tolls

- Not all vehicles are not supplied with e-tags by the company. Where tags are necessary, the General Manager may authorise a vehicle be fitted with an e-tag
- Employees who incur toll costs as a result of a business-related journey in tool of trade vehicles or private vehicle, can claim the cost of tolls via an Expense Claim. A receipt or statement must be provided as substantiation.

Employee and Industrial Relations Policy

Our commitment

AMH Civil and leadership is committed to creating a workplace environment where our employees and suppliers feel safe and supported by management, and workplace rights are respected.

AMH Civil encourages transparency, honesty, fairness and respect amongst our employees and the clients we serve.

Policy in practice:

To achieve this commitment AMH Civil will:

- recruit appropriately competent employees who share AMH Civil's vision and values
- promote ethical, lawful, and professional conduct with each other, our clients the community and other stakeholders through leadership and training
- comply with the legislative requirements that govern industrial relations including the Fair Work Act 2009 (Cth), the Building Code 2016, the Victorian Occupational Health and Safety Act 2004, the Competition and Consumer Act 2010, and the Privacy Act 1988 (Cth)
- comply with relevant freedom of association provisions, including ensuring our employees' right to choose whether or not to join a union is respected and that no worker is subject to any form of discrimination as a result of their status as a union member or otherwise;
- foster relationships with industry bodies and our clients to access the necessary support, both on and off site, to assist in employee and industrial relations management.
- provide our employees with clear accountabilities, responsibilities, deliverables, and necessary support to achieve the required outcomes
- engage our workforce through proactive and effective consultation and communication
- address matters arising because of an employee grievance or difficulty respectfully and in accordance with AMH Civil's procedures
- operate within a competency-based training framework to ensure our workforce have the required skills and competencies to successfully undertake their role
- engage subcontractors aligned with AMH Civil's employee relations philosophies and values

A handwritten signature in black ink, appearing to read 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil

Mobile Phone Use Policy

Our commitment

AMH Civil and leadership is committed to workplace health and safety including a working environment where employees are focussed on their work, focussed on their own safety and focussed on the safety of their colleagues and the public around them. This policy is set to ensure workers are safe from hazards arising from improper use of mobile phones.

Mobile Phone Use Policy in practice

AMH Civil understand that mobile phone technology is integral to the delivery of work for cataloguing and documentation of outputs and events, and also as an important form of communication between colleagues and leadership. However, improper or uncontrolled use of mobile phones can result in:

- Distraction from task resulting in unsafe condition or unsafe act
- Lack of focus resulting in failure to present fit for work
- Harassment or intimidation of others

Acknowledging that it is impractical to ban mobile phones or implement an authorisation system, AMH Civil permit the controlled use of mobile phones on site with the following conditions:

- Use of mobile phones for personal communication or personal issues restricted to break times. If additional time is required or in the event of an emergency extra break time is to be sought from the Supervisor to ensure the safety of the workplace. Further time should be negotiated with management in line with fitness for work policy.
- Use of mobile phones for photography is permitted but is to avoid inclusion of people's faces as far as practical. Take photos with care and be respectful of your colleagues and the community.
- Use of mobile phones to complete forms, read plans, send emails, or make work related phone calls is to be done only in a safe environment after ensuring that the work zone is secured and risk assessing for hazards prior to taking attention away from the site

A handwritten signature in black ink, appearing to read 'JM'.

Joseph Mansell

General Manager / Director

AMH Civil

Privacy Policy

Our commitment

AMH Civil and its leadership is committed to building a company which respects and maintains the right to privacy of our people and our stakeholders.

The Privacy Act

The National Privacy Principles set out in the Privacy Act of 1988 have been amended to include Private Sector organisations as of the 21st December 2001. Organisations must now comply with the Principles which provide guidelines for the collection, use, storage, security and disclosure of personal and sensitive information. Individuals have the right to know what information an organisation holds about them and to have the information that is incorrect amended.

Your Personal Information Is Important to Us

AMH Civil is committed to protecting your privacy. We recognise that you have a right to control how your personal information is collected and used. We know that providing personal information is an act of trust and we take that seriously. AMH Civil is bound by the National Privacy Principles contained in the Privacy Act 1988.

Collecting Information About You

AMH Civil will only collect personal information which is necessary for the purpose of conducting its business.

Using And Disclosing Your Personal Information

Any personal information you give us is used solely for the purpose given and will not be shared, sold, or given to any third parties, unless required or authorised under the exemptions set out in the Privacy Act.

Quality Of Personal Information

Our aim is to ensure that your personal information is accurate, complete and up to date. Please contact us if the information you have provided us changes and we will use all reasonable efforts to correct the data.

Storage And Security Of Your Personal Information

AMH Civil takes all reasonable steps to keep any personal information which we hold about you protected from loss, misuse or unauthorised access, modification or disclosure.

Access To Personal Information

You can request access to any personal information that we hold about you at any time. This is subject to some exceptions allowed by law. To request access please contact the General Manager.

Collection Of Sensitive Information

We will not collect sensitive information about you that reveals your racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, membership of a professional or trade association, membership of a trade union, details of health, disability, sexual orientation, or criminal record.

Emails

Any emails we receive from you will only be used for the purpose given and are subject to the conditions set out in this Privacy Policy. Please note, as email communication is not secure, any personal information you send via email is done so at your own risk.

Policy Reviews

We may from time to time review and revise our policies. Accordingly, we reserve the right to change this Privacy Policy at any time.

A handwritten signature in black ink, appearing to read 'JM' or similar initials, written in a cursive style.

Joseph Mansell
General Manager / Director
AMH Civil



PARTNERING & RELATIONSHIP MANAGEMENT POLICY

Our commitment

AMH Civil commits to pursuing a collaborative approach across its contracts and to embrace partnering and developing relationships with our clients.

Policy in practice

In entering a partnering relationship, we will:

- Identify factors associated with a successful working partnership and where potential barriers may exist.
- Ensure partnerships are built on a shared vision with a clear and agreed purpose, and objectives that respect the Client's goals and values.
- Commit to widespread ownership both internally and with external participants.
- Build trust within the partnership through transparent dealings and open communication.
- Create robust partnership arrangements that are time-limited, task-specific and identify clear lines of accountability.
- Strive to develop solutions that are agreeable and meet the needs of everyone involved (a win-win approach).
- Ensure each partner's contribution is recognised and valued, with fair distribution of partnership benefits.
- Address and resolve issues and problems promptly and at the lowest possible level through systematic agreed methods.
- Develop arrangements for monitoring, reviewing, and communicating how well the partnership's objectives are being met.

A handwritten signature in black ink, appearing to read 'JM'.

Joseph Mansell

General Manager / Director

AMH Civil

Quality Policy

Our commitment

AMH Civil and its leadership is committed to building a company which encourages and motivates our people to develop and improve their skills and capability to deliver service to our clients.

Our Quality Management System will be built to meet the requirements of ISO9001:2015. It will establish a framework for the continuous improvement of the efficiency and effectiveness of our products, services, processes.

Quality Policy in practice

Comply with relevant legal obligations, customer requirements and standards relevant to Quality Management system

Ensure our Quality Management System is implemented across the business and make incremental improvements to support our strategic direction

Establish standards of performance, measurable objectives and targets to monitor and review our success in implementing the Quality Management System

Constantly innovate and deliver quality products and services to our stakeholders.

Provide our employees with opportunities to continually improve their skills, knowledge and experience of quality practices

Base our decisions on facts and analysis of data gathered from measurements such as product, process and system characteristics

Drive organisational learning through the identification, reporting, investigation and resolution of non-conformances and take action to correct and prevent recurrence

Work with all our stakeholders- customers, consultants, contractors and suppliers to ensure consistent quality outcomes

A handwritten signature in black ink, appearing to read 'JM', is located below the text of the quality policy.

Joseph Mansell

General Manager / Director

AMH Civil

Drone Use Policy

Our commitment

AMH Civil and its leadership is committed to ensuring the safety of our employees and the protection of the general public and to meeting our legal obligations with respect to Drone use and Drone safety, also described as Remotely Piloted Aircraft (RPA).

Drone Use Policy in practice

To ensure compliance with regulations and guidelines, and to ensure the safe use of RPAs we will:

- Review and implement Civil Aviation Safety Authority regulations as applicable to the commercial use of RPAs
- Ensure RPAs used within the business are registered with CASA as required
- Ensure RPA operators within the business are identified and authorised by senior leadership, and that these operators have completed the appropriate training and received the appropriate Remotely Piloted Aircraft Operator's Certificate (ReOC) to understand the risks and obligations involved in safe drone use
- Ensure that a risk assessment is completed by drone users on site prior to operation to consider general operating hazards and also site specific hazards
- Ensure that local government and local stakeholder and landowner drone use policies and permit systems are complied with where applicable
- Ensure that RPAs procured for use within the business comply are of high quality build and comply with the applicable laws and regulations for manufacture
- Ensure that RPA manufacturer supplied software has appropriate fly safe technology implemented for appropriate notifications and flight restrictions as required by CASA guidelines

Policy Reviews

We may from time to time review and revise our policies. Accordingly, we reserve the right to change this Policy at any time.

A handwritten signature in black ink, appearing to read 'JM', with a long horizontal stroke extending to the right.

Joseph Mansell

General Manager / Director

AMH Civil



Return to Work Policy

Our commitment

AMH Civil is committed to the health and safety of its people and reducing the impact of workplace injuries and illness and the human and financial cost of these injuries and illnesses

Our approach

AMH Civil will assist the employee, where a work-related injury or illness occurs, to recover and return to work as soon as reasonably possible.

Return to Work Policy in practice

Comply with the Safety, Rehabilitation and Compensation Act 1988 (Commonwealth) and all other applicable laws, acts, guidelines, policies and procedures

Support employees, who are entitled to receive rehabilitation and compensation, by allocating to each claimant a resource to coordinate Return to Work strategy, Rehabilitation or Claims as appropriate

Ensure the equitable and fair management of claims and provide the employee with information, regular communication and support throughout their claim and rehabilitation

Ensure the employee is aware of their rights and of their obligations, such as providing true and correct information about their claim and reporting their work-related injury or illness to an AMH Supervisor/Manager as soon as possible after becoming aware of it

Ensure the employee with a claim has access to suitable treatment to assist recovery

Develop a Return to Work Plan that supports the employee throughout their recovery and return to work and provide modified duties where possible if the employee is unable to undertake their normal duties

Notify the employee of all determinations and provide justifying reasons in writing.

A handwritten signature in black ink, appearing to be 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil

Modern Slavery Policy

Our commitment

AMH Civil is committed to respecting and supporting the dignity, well-being and human rights of our employees and those who we engage with through our supply chain. We seek to utilise ethical suppliers and expect their support in the identification of modern slavery risks throughout our supply chain.

Background

Modern slavery is an ongoing issue worldwide. Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as:

- slavery, servitude (coercing someone to provide services) and forced and compulsory labour;
- human trafficking (arranging or facilitating the travel or movement of a victim with a view to them being exploited);
- committing any offence with the intention to commit human trafficking; or
- aiding, abetting, counselling or procuring any of the above offences,

All of these practices deprive individuals of their liberty in order to exploit them for personal or commercial gain. Our company values instil in us the obligation to conduct our business with integrity

Modern Slavery Policy in practice

AMH Civil is committed to acting ethically and with integrity in all business dealings and to preventing modern slavery and human trafficking in our business or our supply chains.

Should AMH Civil become aware that any supplier does engages in Modern Slavery, we will engage directly with the supplier and develop an action plan to eradicate the practise in a transparent, timely and efficient manner. Should the supplier be uncooperative, the appropriate action will be taken, including terminating the business relationship, if necessary by AMH Civil.

AMH Civil is committed to ensuring adherence to this policy as part of its goal in preventing, detecting and reporting modern slavery in any part of our supply chain.

We encourage all those working on the Company's behalf to avoid any activity that might lead to, or suggest, a breach of this Policy. Any suspected instances of modern slavery should be reported. Staff may report to their one-up manager or the General Manager. Other reporting persons external to the business may also report directly to the General Manager.

A handwritten signature in black ink, appearing to read 'JM'.

Joseph Mansell

General Manager / Director

AMH Civil

Employee Support Policy

Our commitment

AMH Civil recognises the importance of providing support for staff and workforce members experiencing personal or work related issues in maintaining a safe and healthy working environment. Support is to be provided by senior management through confidential direction to professional services for staff members and their immediate family members.

Objectives

The objectives and priorities of the Policy are to:

- Ensure staff and workforce have an avenue to deal with personal issues early and directly
- Ensure managers have a clear pathway for confidentially directing personal issues raised by team members at work

AMH Civil commits to:

- Provide a supportive environment for employees to raise and discuss personal issues with senior management
- Develop and implement a Mental Health Management Plan to provide guidance and direction on obligations, pathways, and strategies for employees and leaders working at AMH Civil who require support or are asked to provide support
- Respond to employees personal issues through appropriate direction to government facilitated or government endorsed support services where applicable
- Not put employees in a compromising situation at work or indenture workers outside of their employment agreement or through their employment agreement
- Not create or foster further financial or personal hardship at work
- Maintain clear boundaries between work and personal issues by maintaining employee confidentiality and encouraging early reporting of issues to supervisors or senior management
- Protect senior management by only endorsing direction of employees to external professional services or networks, not direct issue resolution and personal engagement

Policy Reviews

We may from time to time review and revise our policies through management reviews or otherwise at the discretion of the Directors.

A handwritten signature in black ink, appearing to read 'JM' or similar initials, written in a cursive style.

Joseph Mansell

General Manager / Director

AMH Civil



Fair Use of Technology Policy

Our commitment:

AMH Civil is committed to ensuring the appropriate and safe use of technology within the business, managing and maintaining the distribution and use of company hardware devices and software use in a fair and reasonable way that does not compromise the security or safety of our people or the business.

Policy in practice

Company ICT resources are provided to users for business purposes. Other than limited personal use, AMH Civil resources must be:

- Used for business use
- Used like any other business resources and users must comply with any codes of conduct, legislative requirements & any company policies.

Users are allowed reasonable access to electronic communications using AMH Civil resources to facilitate communication between employees and their representatives, provided that use is not unlawful, offensive or otherwise improper.

Large data downloads or transmissions should be minimised to ensure the performance of AMH Civil resources for other users is not adversely affected.

Users may use AMH Civil resources for personal reasons provided the use is not excessive and does not breach this policy.

Excessive personal use during working hours covers personal use which satisfies the following criteria:

- It occurs during normal working hours (but excluding an employee's lunch or other official breaks);
- It adversely affects, or could reasonably be expected to adversely affect, the performance of the employee's duties; and
- The use is not insignificant.

AMH Civil may seek reimbursement or compensation from a user for all or part of any costs where the user has caused AMH Civil to incur costs due to excessive downloading of non-work-related material in breach of this policy.

AMH Civil may implement remote management and monitoring of AMH Civil hardware devices to ensure the security of safety devices that are prone to cyber threats.

AMH Civil email addresses should not be used to subscribe to private subscriptions and other like services and should never be used as "recovery email" addresses for any other services. Subscribing to mailing lists and other like services using company ICT resources must be for company purposes or professional development reasons only and a different password must be used for all such purposes. Users should be aware that the provisions applying to access and monitoring of company ICT resources also apply to personal use.

Joseph Mansell

General Manager / Director

AMH Civil

A handwritten signature in black ink, appearing to be 'JM', written over a light blue circular stamp.

Traffic Management Policy

Our commitment

AMH Civil and leadership is committed to mitigating traffic impacts and ensuring the safety of employees and public in live traffic environments, and reducing risk of exposure to .

Traffic Management in practice

Operate in accordance with our values, policies, minimum requirements and procedures and provide the framework for setting, reviewing and improving traffic management planning and outcomes during works.

Comply with Work Health and Safety acts and all other applicable laws, regulations, codes of practice and standards that may impact traffic management in the workplace.

Engage and consult with qualified and recognised authorities, consultants, and subcontractors for planning, approval and implementation of Traffic Management as appropriate.

Ensure appropriate staff and workforce Traffic Management training to ensure the safety, adequacy and compliance of traffic management planning and establishment on site.

Provide Traffic Management resources as and when required with sufficient experience as required to identify traffic management needs and for the planned activity

Consult with our employees and sub-contractors on matters relating to workplace health, safety and welfare

Ensure appropriate traffic management information is disseminated to employees, sub-contractors and visitors in the workplace

Ensure prevention of workplace related traffic management incidents and disruptions.

Apply an integrated risk management system which ultimately seeks to eliminate and control traffic management hazards through the business lifecycle.

Establish standards of performance, measurable objectives and targets to track our success

Ensure all incidents are reported and fully investigated to identify all causal factors

Undertake regular audits and inspections of our workplaces to improve, maintain and verify compliance.

Empower employees and sub-contractors to cease work where there is a threat to the safety of themselves or others.

A handwritten signature in black ink, appearing to read 'JM' or similar initials, written over the name 'Joseph Mansell'.

Joseph Mansell

General Manager / Director

AMH Civil

Workplace Health & Safety Policy

Our commitment

AMH Civil is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of employees, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Victorian Occupational Health and Safety Act 2004 (The Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

We will establish management systems to be audited by JASANZ accredited auditor for accreditation to ISO45001 to pursue the continuous improvement of the business activities and to open business opportunities in line with the business strategy.

Workplace Health Safety & Wellbeing Policy in practice

Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment

Ensuring that workplaces under the control of AMH Civil are safe, without risk to health, and have safe means of access and egress

Comply with Work Health and Safety acts and all other applicable laws, regulations, codes of practice and standards that may impact the workplace

Routinely consulting in order to maintain effective and co-operative relationships between AMH Civil and its employees, and with other duty holders, on health and safety matters in the workplace

Ensure health and safety information is disseminated to employees, sub-contractors and visitors in the workplace

Ensure prevention of workplace related injury and ill health in the workplace

Provide appropriate health and safety training and ensure that all employees, sub-contractors and clients understand our health and safety commitment and the role they play

Apply an integrated risk management system which ultimately seeks to eliminate and control hazards through the business lifecycle

Establish standards of performance, measurable objectives and targets to track our success

Ensure incidents are reported and fully investigated to identify all causal factors

Reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken

Undertake regular audits and inspections of our workplaces to improve, maintain and verify compliance

Empower employees and sub-contractors to cease work where there is a threat to the safety of themselves or others.



Joseph Mansell

General Manager / Director

AMH Civil