



HEALTH & SAFETY POLICY

Our commitment

AMH Civil performs planning and delivery of civil construction and industrial buildings for clients including earthworks, stormwater drainage, concrete structures, road pavements, industrial buildings and management of third party subcontractors.

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

We are committed to ensuring compliance with Occupational Health and Safety Act 2004 (Vic) and the Workplace Health & Safety Act 2011 (Cth) for work within relevant jurisdictions. We will also comply with other relevant acts or legislation, regulations, applicable Codes of Practice and Australian Standards as far as possible.

AMH Civil leadership is committed to the continuous improvement of safety management and outcomes within the business and resulting from business activities.

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

This will be achieved by:

- 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 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
- Considering worker participation across various stages of the safety management system
- 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



QUALITY POLICY

Our commitment

AMH Civil performs planning and delivery of civil construction and industrial buildings for clients including earthworks, stormwater drainage, concrete structures, road pavements, industrial buildings and management of third party subcontractors.

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. AMH Civil leadership is committed to the continuous improvement of quality management and outcomes within the business and resulting from business activities.

Our Quality Management System will establish a framework for the continuous improvement of the efficiency and effectiveness of our products, services, processes.

AMH Civil Quality Management System will be built to meet the requirements of ISO9001, and audited by a JASANZ accredited auditor for accreditation to the standard.

Quality Policy in practice

To achieve this commitment we will:

- 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.
- Engage with employees to improve task delivery and work processes and identify opportunities for improvement from the coal face.
- 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.

Joseph Mansell

General Manager / Director

AMH Civil

ENVIRONMENT & SUSTAINABILITY POLICY



Our commitment

AMH Civil performs planning and delivery of civil construction and industrial buildings for clients including earthworks, stormwater drainage, concrete structures, road pavements, industrial buildings and management of third party subcontractors.

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

We are committed to ensuring compliance with Environmental Protection Act 2017 (Vic) and the Environment Protection and Biodiversity Conservation Act 1999 (Cth) across the business. We will also comply with other relevant acts or legislation, regulations, applicable Codes of Practice and Australian Standards as far as possible.

AMH Civil leadership is committed to the continuous improvement of environmental management and outcomes within the business and resulting from business activities.

AMH Civil leadership will establish management systems to be audited by JASANZ accredited auditor for accreditation to ISO14001 to demonstrate our commitment to environmental sustainability and heritage conservation.

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 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


Joseph Mansell

General Manager / Director

AMH Civil



NATURE OF THE BUSINESS

Scope of Services

Planning and delivery of civil construction and industrial buildings including earthworks, stormwater drainage, concrete structures, road pavements, industrial buildings and management of third party subcontractors.

AMH has developed an integrated management system for the operations and management of the business. The Management System has been certified to standards ISO9001:2015, ISO14001:2015, and ISO45001:2018.

The AMH Management System applies to all areas of the business and will be modified and expanded as needed to encompass the requirements of our clients and the services provided.

AMH Civil Background

AMH Civil is a proprietary limited company owned by Joseph Mansell and Josh Jensen.

AMH Civil was created in 2018 by Joe Mansell and Josh Jensen, two long term employees of John Holland and CPB Contractors. The vision is to build a company providing planning and delivery of civil construction across the LGA, Utility, Commercial and Major Project markets in Victoria. The mission is to plan and deliver civil construction – leading the industry through our approach to our clients, our management of risk and our handover of completed works.

Following inauguration AMH Civil won several brownfield conduits trenching and asbestos removal contracts within the utilities industry. This allowed for growth of plant and equipment followed by winning of further work in major civil earthworks, pavements, and drainage with several state funded infrastructure projects.

The business now works across a number of sensitive markets including national defence, food and beverage processes, treatment facilities, government community facilities, and utility assets including Hume City Council, Banyule City Council, Mount Alexander Shire Council, Zinfra, Jemena, Ausnet, Barwon Water Corporation, and Department of Transport and Planning.

Moving into 2026 our focus is on improving our position as a premium prequalified Head Contractor with a view to obtain R3 road construction DTP prequal level, and WHS accreditation with the Office of the Federal Safety Commissioner.

Joseph Mansell

General Manager / Director

AMH Civil

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

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Joseph Mansell

General Manager / Director

AMH Civil

CHAIN OF RESPONSIBILITY POLICY



Our commitment

AMH Civil Leadership is committed to ensuring business operations are conducted in accordance with Chain of Responsibility legislation, and to the development and implementation of process that support compliance with the legislation. AMH Civil promotes public safety in our transport activities and compliance with Chain of Responsibility obligations.

This policy applies to relevant employees, contractors, and sub-contractors.

To manage compliance AMH Civil 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 for relevant personnel

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.

AMH Civil will ensure that managers are responsible for developing, implementing, monitoring, and reviewing AMH Civil's CoR systems for the safety of everyone at the workplace and members of the public.


Joseph Mansell

General Manager / Director

AMH Civil

COMMUNITY & 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 ensure that 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.



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 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

A handwritten signature in blue ink, appearing to read 'JM', is located below the list of practices.

Joseph Mansell

General Manager / Director

AMH Civil

DIVERSITY & 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

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

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

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.



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
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- 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 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
- Perform pre-employment medical checks as required
- Monitor health as required by law or industry guidelines where relevant for tasks (audiology testing, lung function testing)



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 under the Road Management Act 2004 (Vic) and of heavy vehicles under 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 the right training.

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 may be 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 record 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 a private vehicle can claim the cost of tolls via an Expense Claim. A receipt or statement must be provided as substantiation.

Provision for Heavy Vehicle Use

- **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.**

AMH Civil Management 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



Joseph Mansell

General Manager / Director

AMH Civil

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



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 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
- Confidentiality breaches
- Brand damage

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
- Sharing of personal is restricted in line with provisions of the Privacy Policy
- Sharing of work photos or work content on social media, or any social media post representing AMH Civil is to be cleared by Operations Manager or General Manager prior to posting and in some cases may be prohibited on project sites

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. AMH Civil commits to managing data and information in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Privacy Act 1988 (Cth).

The Privacy Act

AMH Civil commits to managing data and information in compliance with the Principals of the Act 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 the privacy of individuals within the business and individuals interacting with the business operations. AMH Civil recognises that individuals have a right to control how their personal information is collected and used. AMH Civil leadership understand that providing personal information is an act of trust and therefore such information is treated accordingly. AMH Civil is bound by the National Privacy Principals 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 Personal Information

Any personal information provided by an individual is used solely for the purpose given and is not 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

AMH Civil will ensure that personal information is accurate, complete and up to date. AMH Civil will make reasonable efforts to keep personal information current and up to date as required.

Storage And Security Of Your Personal Information

AMH Civil takes all reasonable steps to keep personal information protected from loss, misuse or unauthorised access, modification or disclosure.

Access To Personal Information

Individuals can request access to personal information held about them by the company at any time. This is subject to some exceptions allowed by law. Access is to be requested via the Operations Manager or General Manager.

Collection Of Sensitive Information

AMH Civil will not collect sensitive information that reveals 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

Emails will only be used for the purpose given and are subject to the conditions set out in this Privacy Policy. Refer to Data Security Policy for further information on electronic communication security.

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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.



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

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.

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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.



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

Policy in practice

- 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

A handwritten signature in blue ink, appearing to read 'JM', is located above the name of the signatory.

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

TRAFFIC MANAGEMENT POLICY

Our commitment

AMH Civil and leadership is committed to ensuring the safety of all road users, workers, and pedestrians through the implementation of compliant and effective Temporary Traffic Management Practices. We are dedicated to adhering to the highest industry standards as set out in AustRoads Guide to Temporary Traffic Management (AGTTM), and the relevant Victorian regulations, codes of practice and authority guidelines.

Our goal is to minimise disruption and contribute to the efficient operation of the road network. We will achieve this through training, employment of qualified personnel at all levels in the business for traffic planning and execution on site, and engaging with appropriately qualified Traffic Subcontractors and Consultants to foster a culture of continuous improvement in planning and executing temporary traffic management.

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.
- Compliance with the AustRoads Guide to Temporary Traffic Management, applicable laws, regulations, codes of practice and standards that may impact traffic management in the workplace. This will include periodic review of external obligations and update of business systems as required for compliance currency.
- Engage and consult with qualified and recognised authorities, consultants, and subcontractors for planning, approval and implementation of Temporary 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.

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



Joseph Mansell

General Manager / Director

AMH Civil