

# Quality Statement



**HARROLD&KITE**

The Quality and reliability of Harrold & Kite's services are seen as paramount to the success and growth of our business.

The Top Management of the Company is committed to demonstrate leadership and commitment with respect to the Quality Management System and takes accountability for the effectiveness of the system.

Meanwhile, Quality must continue to be the concern of every person in the Company, not just the sole responsibility of the Top Management. Every person in the Company has Quality related responsibilities, and it must be accepted and understood that every aspect of what we do in the business ultimately affects the level of Client satisfaction.

The Company is committed to establishing Quality objectives at relevant functions, levels and processes needed for the Quality Management System. All Quality objectives shall be appropriate, measurable and will be continuously reviewed and updated to ensure product conformity and enhance customer satisfaction.

Our Quality Management System is designed to ensure that we consistently provide products and services that meet customer and applicable statutory and regulatory requirements, whilst also aiming to enhance customer satisfaction through the effective application of the system.

The Quality Management System that the Company has established is based on compliance with the standard ISO9001:2016. The methods employed are to be kept under continual review and improved whenever and wherever possible.

These principles are basic to the Company and all employees are expected to embrace and support them as a team, and to actively pursue the requirements of the Quality Management System so that we can meet the expectations of our Clients.

Doug Fyfe | Director  
  
20<sup>th</sup> August 2021

Sam Harrold | Director  
  
20<sup>th</sup> August 2021

# Safety Statement



## HARROLD&KITE

### Our Commitment

Harrold & Kite Pty Ltd is committed to taking all responsible measures necessary to eliminate hazards, and prevent incidents, injuries and illness to workers and other persons who may be affected due to its products, services and workplace activities. The Management of Harrold & Kite Pty Ltd considers that the health and safety of the workers and customers is of primary importance and is ranked equally with all other activities of the Company.

### Our Aims and Objectives

Harrold & Kite Pty Ltd aims to provide a health and safe workplace and will comply with all Work Health and Safety legal and other requirements to provide the following:

- A safe and healthy working environment for all its workers (including employees, subcontractors, customers, and visitors).
- Safe systems of work, maintenance of plant and materials in a safe condition.
- The necessary information, instruction, training, and supervision to make sure that each worker is safe from injury and risks to health.
- Effective ways of consulting and practicing with the workforce and their representatives on all Health and Safety issues.
- Effective ways of reporting, recording, and investigating all injuries, work-related illness and 'near misses' in the workplace.
- Effective rehabilitation measures for workers who suffer work-related injuries and illness.
- A regular review of its Work Health and Safety Management Systems and Procedures to strive for ongoing improvement in Health and Safety performance.
- Provision of adequate personal protective equipment and appropriate medical, health and first aid service.
- Implementation of measurable objectives and targets to ensure continued improvement of WHS performance, aimed at elimination of work-related injury and illness.

### Responsibilities

All workers and other personnel, whilst executing work-related activities under the control of Harrold & Kite Pty Ltd, shall cooperate, in the proper execution of this policy at all times and ensure that their own work conforms, wherever practical and that the work is carried out without risk to themselves or others. The Work Health & Safety Policy Statement is to be prominently displayed at the Company's premises and also brought to the attention of each worker, and wherever necessary to customers and visitors.

Doug Fyfe | Director

20<sup>th</sup> August 2021

Sam Harrold | Director

20<sup>th</sup> August 2021



## HARROLD&KITE

### Our Commitment

Harrold & Kite Pty Ltd is firmly committed to a policy of minimising the impact of its construction activities on the Environment. Harrold & Kite Pty Ltd aim to meet or exceed its obligations to all Environmental legislation, promote sustainability and ensure any negative impacts of its activities are minimised.

### Our Aims and Objectives

It is the policy of Harrold & Kite Pty Ltd to:

- Prevent Pollution
- Encourage and promote the co-operation and participation of all subcontractors and employees to minimise the Environmental impacts of our construction activities.
- Minimise our Environmental impact and continually improve our Environmental performance.
- Promote sustainable development by conserving energy, encourage the efficient use of materials and resources while effectively managing waste through recycling and waste management strategies.
- Provide training for employees on Environmental awareness and consideration of any potential impact on the Environment.
- Meet or exceed its legal obligations and requirements under current legislation and industry standards.
- Manage our supply chain to encourage our suppliers and subcontractors to minimise the use of materials, energy or processes which may harm the Environment.
- Implement project specific Site Management and Environmental plans.
- Include Environmental issues in our weekly Project Review Meetings and annual Directors Meetings where we will review our performance and make recommendations for change.
- Through regular review re-set objectives and targets, to improve our Environmental sustainability credentials with respect to our services, products and work practices.
- Communicate openly with stakeholders including employees, subcontractors, government agencies, clients and the wider community about Company practices which may directly affect the Environment.

### Responsibilities

These principles are basic to the Company and all employees are expected to embrace and support them as a team. The participation and co-operation of all employees, suppliers and subcontractors is vital to the success of this policy.

Doug Fyfe | Director

20<sup>th</sup> August 2021

Sam Harrold | Director

20<sup>th</sup> August 2021

# Equal Employment Opportunity Statement



## HARROLD&KITE

### Our Commitment

Harrold & Kite Pty Ltd believes it has responsibility to all members of its community to create an employment environment which is free of discrimination, and which reflects the diversity and needs of the community it serves. The Company is firmly committed to the principle of Equal Opportunity in Employment for all employees and potential employees.

The Company therefore acknowledges its legal obligations under State and Federal Equal Opportunity laws.

### Our Aims and Objectives

When developing and implementing the Equal Employment Opportunity (EEO) Program, the Company will:

- Incorporate the program into future corporate planning.
- Identify target groups and develop strategies to redress any disadvantages.
- Ensure that recruitment, selection, promotion, transfer, and training is based solely on the merit principle. This means that selection will be based on skills, knowledge, qualifications, and experience relevant to the job or situation.
- Establish a Sexual Harassment Policy.
- Review existing training programs and change or develop them as necessary.
- Ensure that services to Clients are delivered in a fair and equitable manner.
- Provide all new and existing employees and elected members with EEO training and other training relevant to their position or responsibilities.
- Establish and maintain mechanisms to deal with complaints of discrimination.
- Ensure that all employees are made aware of and have access to this Equal Employment Opportunity Policy and have access to information relating to its development and implementation.

### Responsibilities

The overall responsibility for monitoring the effectiveness of the Policy and for implementing an ongoing program is vested in the Directors. All employees have a responsibility to uphold the equal opportunities principles. Specific responsibilities rest with managers and supervisors to prevent discrimination and promote Equal Employment Opportunity within the workplace. Employees are encouraged to raise Equal Opportunity issues or grievances with the HR Manager. Confidentiality will be respected.

The Company believes that the implementation of an Equal Opportunity Policy will result in a more productive workplace, increased job satisfaction and better services to the community. This policy reflects the Company's desire to create a workplace which is free of discrimination, and to which all people are permitted equal access and opportunity to progress to the full extent of their ability.

Doug Fyfe | Director

20<sup>th</sup> August 2021

Sam Harrold | Director

20<sup>th</sup> August 2021

# Employee Code of Conduct Statement



## HARROLD&KITE

### Our Commitment

Harrold & Kite Pty Ltd is committed to demonstrating leadership and commitment in respect to the conduct and behaviour of all its Employees, Management and Directors. The Company seeks to promote a professional, honest, inclusive, safe and productive workplace with clear expectations of behaviour and conduct that shall be strictly adhered to. The Company's core values of professionalism, respect, integrity and ethical dealing are the central principles the Company seeks to implement and maintain.

### Our Aims and Objectives

Harrold & Kite Pty Ltd aims to clearly define the guidelines and standards of behaviour required to meet the Company's expectation of acceptable behaviour while providing a professional, safe, inclusive and harmonious workplace.

### Responsibilities

The overall responsibility for monitoring the effectiveness of the Policy and for implementing an ongoing program is vested in the Directors. All Employees, Management and Directors must uphold the following minimum standards of behaviour and shall:

- Behave honestly, with integrity and act with due diligence.
- Always take all reasonable steps to avoid any potential conflict of interest (real or perceived) while always acting in the best interest of the Company.
- Never gain, seek to gain, a benefit or advantage for yourself or any other person.
- Behave in ways that uphold the core values of the Company.
- Work collegially and collaboratively towards the Company's Vision and Mission Statements.
- Encourage and maintain a work environment that promotes positive outcomes.
- Always treat each other with respect and dignity.
- Conduct themselves in a professional manner at all times while representing the Company.
- Positively promote the Company at any given opportunity.

The Company believes that the implementation of an Employee Code of Conduct will result in a more productive workplace and increased job satisfaction. This policy reflects the Company's desire to create a workplace which is professional, respectful and highly enjoyable. Employees that believe that they are experiencing behavioural difficulties in dealing with another employee or a member of Management, are encouraged to discuss this confidentially with HR or a Director.

Doug Fyfe | Director

20<sup>th</sup> August 2021

Sam Harrold | Director

20<sup>th</sup> August 2021