



HARROLD&KITE

## QUALITY POLICY STATEMENT

The quality and reliability of the 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 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 establish 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, while also aims 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.

Name: Kim Harrold

Signed:

Date: 8<sup>th</sup> September 2020

Douglas Fyfe

8<sup>th</sup> September 2020



HARROLD&KITE

# WORK HEALTH AND SAFETY POLICY

## 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 it's 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 healthy 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, contractors, 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.

Name: Kim Harrold

Douglas Fyfe

Signed:

Date: 8<sup>th</sup> September 2020

8<sup>th</sup> September 2020



HARROLD&KITE

# ENVIRONMENTAL POLICY STATEMENT

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.

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

- Prevent pollution.
- Encourage and promote the co-operation and participation of all sub-contractors 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 sub-contractors 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, sub-contractors, government agencies, clients, and the wider community about Company practices which may directly affect the environment;

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 sub-contractors is vital to the success of this policy.

Name: Kim Harrold

Signed:

Date: 8<sup>th</sup> September 2020

Douglas Fyfe

8<sup>th</sup> September 2020



HARROLD&KITE

# EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

## OUR COMMITMENT

The Company 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 States 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 Manager. Confidentiality will be respected.

The Company believes that the implementation of an Equal Employment 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.

Name: Kim Harrold

Douglas Fyfe

Signed:

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Date: 8<sup>th</sup> September 2020

8<sup>th</sup> September 2020