



Australasia Employee Guidelines and Policies - 2022

TABLE OF CONTENTS

WELCOME

1	INTRODUCTION	5
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WORKING AT KCB

2	EMPLOYMENT AGREEMENT	5
3	WORK AUTHORISATION	5
4	RESPECTFUL WORKPLACE	5
5	PERSONAL CONDUCT	5
6	REPORTING A BUSINESS CONDUCT OR ETHICS VIOLATION	6
7	INTEGRATED MANAGEMENT SYSTEM	7
8	CONFLICT OF INTEREST	7
9	EMPLOYMENT EQUITY	7
10	CONFIDENTIALITY	7
11	HOURS OF WORK	8
12	TIME SHEETS	9
13	CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION	9
14	SMOKING	9
15	PERSONAL PROPERTY AND VEHICLE INSURANCE	9
16	PROFESSIONAL DUES	9
17	EMPLOYEE DEVELOPMENT	10
18	REMUNERATION	10
18.1	Above Award Rates	10
18.2	Salary Reviews	10
18.3	Payment of Salary	10
18.3.1	Pay Periods	10
18.3.2	Overtime	11
18.3.3	Field Rates	11
19	EXPENSES	11
19.1	Expense Claims	11
20	PERSONAL DEBTS	11
21	LEAVE ENTITLEMENTS	12
21.1	Annual Leave (Vacation)	12
21.2	Approval Procedure	12

21.3	Public Holidays Australia.....	12
21.4	Personal Leave (Sick and Carer’s)	12
21.5	Compassionate Leave	13
21.6	Family and Domestic Violence Leave.....	13
21.7	Long Service Leave	13
21.8	Jury Duty	14
21.9	Other	14
22	UNPLANNED ABSENCES FROM WORK.....	14
23	BENEFITS	14
23.1	Mandatory Benefits	14
23.2	Additional Superannuation Funds	15
23.3	Income Protection Insurance.....	15
24	HEALTH, SAFETY AND ENVIRONMENT.....	15
24.1	Fitness for Work, Social Responsibility and Drug and Alcohol Testing.....	16
24.2	Distractions While Driving	17
24.3	Safety Boots	17
25	DISMISSAL, TERMINATION AND REDUNDANCY	17
26	RESIGNATION	17
27	RETURN OF COMPANY PROPERTY	18
28	INFORMATION TECHNOLOGY.....	18
28.1	Internet Access.....	18

COMMUNICATIONS

29	BUSINESS COMMUNICATIONS.....	18
29.1	Company Name and Logo	19
29.2	Company Information and News.....	19
29.3	Using Email at Work.....	19
29.4	Social Media.....	20
29.5	Insider Information	20
29.6	News Releases.....	20
29.7	Media Calls.....	20
29.8	Corporate Identity.....	21
29.9	Emergency Event Communication.....	21

APPENDIX I	2
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AUSTRALIAN EMPLOYEE GUIDELINES AND POLICIES 2022

1 INTRODUCTION

In addition to the terms of employment outlined in an employee's employment agreement, this document provides staff with general guidelines pertaining to their employment with Klohn Crippen Berger ("KCB") (the Company). This document and its contents are not exhaustive but rather indicate the norms and the spirit of the working environment at KCB.

As the Company continues to evolve in terms of size, structure, offices, etc. some conditions of employment may be revised to reflect the emerging business environment. The Company will, however, give appropriate notice of such changes in writing.

All employees should ensure they are familiar with these guidelines, to be more fully informed.

2 EMPLOYMENT AGREEMENT

Employees must familiarise themselves with the terms of employment outlined in their employment agreement (offer of employment). Should there be any discrepancies between these guidelines and the employment agreement, the employment agreement will take precedence.

There is a presumption that the information given by the employee at the time of application is accurate. The Company reserves the right to seek documentary evidence of all claims made in any employment application (e.g., verification of previous work references and educational qualifications).

3 WORK AUTHORISATION

KCB employees are required to have appropriate work authorisations and be legally entitled to work in the Country they have been assigned to work in.

4 RESPECTFUL WORKPLACE

KCB is committed to maintaining a work environment free of harassment. KCB will take all reasonable steps to prevent harassment, bullying and discrimination in the workplace. Employees are expected to treat everyone in the work environment with dignity and respect thereby creating a positive and productive work place. Harassment, bullying or discrimination in any form will not be tolerated. All employees must complete the online Respect in the Workplace training within one week of joining KCB and should be familiar with KCB's *Respectful Workplace Policy* (available on our Policies page on Infodesk).

5 PERSONAL CONDUCT

KCB's reputation in the business community depends on its employees maintaining the highest standards of business conduct. Within one week of joining the organization, employees must become familiar and comply with the Company Mission, Vision, and Values and also read and acknowledge our Code of Business Conduct and Ethics.

Ethical behaviour means honesty and fairness in dealing with other employees, customers, suppliers, competitors and the general public. Failure to act responsibly and ethically may have serious consequences in business dealings and may result in disciplinary measures with the possibility of dismissal. If you have any questions or concerns regarding acceptable personal conduct, please contact your Manager / Supervisor, your Business Unit General Manager or the Director of Human Resources or visit the Infodesk Policies and Procedures page to view our Code of Business Conduct and Ethics.

6 REPORTING A BUSINESS CONDUCT OR ETHICS VIOLATION

To support our company practices, policies and procedures, KCB has created a number of avenues whereby employees and others may report an Ethics breach or Business Conduct violation.

Ethical or Business Conduct concerns should be raised as soon as employees have a reasonable suspicion. Employees are not expected to conduct an unsupported investigation and are discouraged from doing so. Employees may raise any concerns with their supervisor, the Human Resources team, or any other senior person within KCB. In instances where an employee is not comfortable going to their supervisor or other KCB senior managers or if the matter is not dealt with in a manner they feel is appropriate, the matter should be reported via KCB’s independent third party ethics reporting service: [IntegrityCounts](#)

The various methods of reporting through IntegrityCounts include:

Email: klohncrippenberger@integritycounts.ca

Website: <https://www.integritycounts.ca/org/klohncrippenberger>

Toll-Free Numbers: (Listed below)

For North America	For South and Central America
1-866-921-6714 (Canada and the US)	
Australia 0011-800-2002-0033	Peru (0800)-78215
United Kingdom 0-800-092-3586	Brazil 0-800-761-1959
Collect Calls For other countries not listed - request operator to place a call to Canada) 604-922-5953	Columbia 1-800-5185196
	Chile 012300203914 – or - 188-800-801-033
	Mexico 800-099-0642
	Argentina, Costa Rica 00-800-2002-0033
	Guatemala City 1-502-22786762

For more information about filing a complaint, the investigation process, confidentiality and other concerns see the [“Reporting a Business Conduct or Ethics Violation”](#) document on Infodesk.

7 INTEGRATED MANAGEMENT SYSTEM

KCB's integrated management system consists of a quality management system (QMS), and health, safety and environment management system (HSE). Our integrated management system includes the Plan-Do-Check-Act cycle of continual improvement.

As a part of our integrated management system, KCB uses a Quality Management System (QMS) as a consistent and disciplined approach to project management and to our engineering, geoscience and environmental consulting services. Our QMS has been registered to the ISO 9001 standard since 1999. HSE is a system for identifying and mitigating risks related to workplace hazards and for understanding and measuring our interaction with the environment. It has been registered to the ISO 45001 and ISO 14001 standards.

Within three months of starting employment, all employees must complete QHSE training and be familiar with and use KCB's QHSE systems. These written procedures are available on Infodesk. Employees are required to submit a completed training log to confirm completion of specific QHSE training.

8 CONFLICT OF INTEREST

During employment with KCB, employees should not engage in any other employment or activity that conflicts with or impairs obligations to KCB unless they have prior written approval from their Business Unit Vice President or KCB's President.

9 EMPLOYMENT EQUITY

It is the Company's policy to make decisions on recruitment, promotion, job assignment, training, salary and benefits based on:

- qualifications required for a position,
- ability to carry out the duties of the position or other duties required by the Company,
- relevant experience, and
- demonstrated performance.

Company employment practices will be consistent with the State Anti-Discrimination Act 1991 for Brisbane employees, the Western Australian Equal Opportunity Act 1984 for Perth employees, and the Anti-Discrimination Act 1977 for NSW which makes it illegal to discriminate in employment against anyone on the basis of sex, marital status, pregnancy, parental status, sexual preference, race, age, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, association with a person who has any of these attributes. KCB regards harassment on any of the above grounds as a form of discrimination.

See KCB's [Respectful Workplace Policy](#) available on Infodesk for more details.

10 CONFIDENTIALITY

As a professional services firm, much of KCB's daily work is confidential. All KCB employees are expected, as a condition of employment, to respect and maintain this confidentiality.

Employees will not, directly or indirectly, at any time during or after their employment with KCB divulge to any person other than one of our employees, any confidential information owned or used by us. In the event of termination of employment, you will promptly deliver to us all confidential information and all written or physical material relating to the confidential information that is then in their possession or under their control. This includes proposals which the employee prepared directly or contributed to as an author, and projects to which the employee contributed. This documentation is the property of KCB, not the individual.

Confidential information is defined as information relating to the business affairs, employees, clients or trade secrets of KCB or, any information that is disclosed to you by KCB on a confidential basis or, any information that you might reasonably expect to be confidential in nature. Confidential information does not extend to information that is available in the public domain.

The Company reserves the right to take appropriate action to recover its property whenever and wherever it is thought necessary.

The Company further reserves the right to take legal action for damages against any individual leaving KCB against whom there is evidence of disclosure of any confidential trade or other working information or data of the Company.

11 HOURS OF WORK

KCB operates a standard 40-hour, 5-day work week. The core office hours are between 9 am and 3 pm Monday through Friday and it is expected that employees will start no later than 9 am and finish their day no earlier than 3 pm. Employees should refer to their employment agreements to verify their total daily/weekly required hours of work. Flexible hours of work may be available provided that the needs of our clients and our company are met. The Vice President, Australasia must approve arrangements for flexible working hours in advance.

Your minimum standard working hours, if you are full-time, are 40 hours per week (made up of 38 ordinary hours plus 2 additional reasonable hours), over a five-day work week. This salary shall be deemed to include remuneration for all hours worked in excess of 40 hours per week except where the excess hours are chargeable to a project and only when your supervisor has approved the hours in advance and in writing (e-mail). Approved overtime will be banked to use for future leave; or, you can request to have the overtime paid out at your regular hourly rate which is defined as your base annual salary, excluding superannuation, divided by 2080 hours.

KCB may, at their discretion, direct you to use part or all of your accrued banked time during quiet periods. As per KCB's procedures banked time may be partially or fully reduced at designated times by being paid to you in accordance with the above. KCB carry out mandatory banked time payouts twice per year (usually March and September) of any accrued overtime that exceeds 120 hours.

Unpaid lunch breaks will be either 30 minutes or one hour duration and will normally be taken between 12:00 noon and 2:00 pm.

The office is normally closed on Saturdays, Sundays and public holidays. At year-end, KCB closes the office from Christmas Day to New Year's Day inclusively. The year end shutdown period may be extended based on business circumstances and needs. KCB will make every reasonable effort

to advise staff of the plans for closure well in advance. For days that are not paid public holidays during this closure period, employees are to use available annual leave, banked overtime, leave without pay or a combination of any of these in order to cover the remaining days over the closure period. Arrangements may be made with the Vice President, Australasia to work during that period if there are project commitments that must be met.

12 TIME SHEETS

As KCB's payroll system is driven by the BST accounting package, it is imperative that time sheets be submitted on time. Time sheets are also required to be completed weekly to promptly allocate costs and project revenues.

Employee time sheets must be entered into our electronic time tracking system, BST, and signed by 12:00 noon every Friday. Managers should have time sheets approved by 2:00 p.m. on Friday. There may be occasions requiring early completion of timesheets, advance notice will be provided if this is required.

13 CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION

Staff must notify Human Resources of any change in residential address or contact details or emergency contact information.

14 SMOKING

The Australian Government has banned smoking in the workplace. KCB supports a safe and healthy workplace and has designated Company workplaces, and in Queensland, areas within 5 metres of workplace entrances, as non-smoking.

15 PERSONAL PROPERTY AND VEHICLE INSURANCE

KCB accepts no responsibility for employees' personal property. All employees should maintain a record of serial numbers and photographs of valuable items brought to work.

Compulsory Third Party Insurance (CTP) is mandatory when registering a vehicle in Australia. Employees are unlikely to need to use their personal vehicle for work purposes, however, when using personally owned vehicles on Company business are responsible for providing adequate insurance. Types of coverage (e.g. business use) should be discussed with an insurance agent. Employees are required to insure their vehicle for collision, comprehensive and compulsory third party insurance in the State or Territory of Australia in which the vehicle is registered.

16 PROFESSIONAL DUES

The Company encourages professionals to register with their relevant professional association.

The Company will pay entrance examination fees, where these are required and with prior approval, upon successful completion of the examination. Paid time off will be granted to attend or write examinations with the supervisor's approval.

Employees are expected to pay dues for membership of an Australian professional association. In instances where the Company requires the employee to register with a professional association in another country, KCB will pay the dues.

17 EMPLOYEE DEVELOPMENT

Economic conditions and client requirements will dictate the amount of training and employee development opportunities available in any given year. KCB may provide financial assistance to attend seminars, conferences and workshops related to upgrading qualifications and skills however, any external career development opportunities must be approved in advance and in many cases include a time sharing component. Please use the 'Training and Conference Approval Form' on Infodesk to request any development activities.

Upon completion of courses or seminars, sufficient and applicable documentation (e.g. copies of certificates) should be submitted to Human Resources for inclusion in personnel files and copies of conference proceedings should be forwarded to the Library.

KCB encourages participation in learned societies, professional associations and community activities. Executive Committee participants are eligible for assistance subject to management approval.

For more information on KCB's training and employee development programs go to Infodesk "[Klohn Learn](#)" toolkit.

18 REMUNERATION

18.1 Above Award Rates

KCB consider the remuneration package paid to you (including payment for additional hours worked) is in consideration of and in full and final settlement of all benefits payable to you under the Modern Award or any other industrial instrument agreement or State or other Federal legislation that may apply to you from time to time including any minimum weekly wages, allowances, overtime or penalty rates (including shift penalties), loadings (including leave loading) or other benefits.

18.2 Salary Reviews

Salary reviews will take place, in line with current economic and business circumstances, annually on or about the last quarter of the fiscal year.

18.3 Payment of Salary

18.3.1 Pay Periods

Salaries are paid on a fortnightly basis 26 times a year, and on occasion 27 times per year depending on the year. The pay-period ending date is one week before the pay date. Payments are made by direct deposit into a bank account of the employee's choice.

18.3.2 Overtime

All overtime must be approved by the employee's immediate supervisor in advance of any overtime accrual. Approved overtime is managed in accordance with the legislation for each State. A maximum of eight hours per day may be charged for travel. Overtime is not applicable to travel over eight hours per day.

Employees have the option of either banking overtime or being paid for overtime.

If employees choose to bank time all overtime hours will be recorded on the employee's payroll advice record. Banked time can be taken in cash or in time off work.

To have accrued banked time paid out, payment will be on a regular payday. Employees should make a written request to the payroll department one week in advance of the scheduled payday.

Any unused banked time is paid out upon termination of employment.

Any banked time accrued in excess of 120 hours will be paid out twice per year, in March and September.

18.3.3 Field Rates

An employee's pay rate may be adjusted on field assignments. Such adjustments are dependent on specific conditions of the project and are set on a project-by-project basis. Senior management approval is required.

19 EXPENSES

19.1 Expense Claims

KCB uses Concur, an on-line expense management software, to process and approve expense claims. Expense claims and all relevant receipts must be entered into Concur. Expenses that are recoverable from clients should be submitted on a weekly basis. All other expenses must be submitted promptly for approval, but no later than 45 days past the transaction date. Expenses submitted after 45 days or that miss an earlier project close out billing deadline will be denied.

For more information on completing an expense claim go to the Expense Claims page on Infodesk under the [Corporate Finance & Accounting section](#).

Employees are required to reimburse KCB for any indebtedness immediately upon receipt of a notice from accounts payable. Reimbursement may be made either by personal cheque or by payroll deduction.

20 PERSONAL DEBTS

Personal debts are the responsibility of the employee.

Except for compliance with legal requirements, such as a Family Court order or other legal instruction or action by a government agency or statutory representative, it is not the practice of the Company to institute assignments of salary.

21 LEAVE ENTITLEMENTS

The provisions of the Fair Work Act (2009), Queensland Industrial Relations Act 2016 and the Industrial Relations Act (WA) 1979, and determinations set out employee entitlements for annual leave, sick leave, long service leave, parental leave, family leave, carer's leave and compassionate leave. All leave is calculated at ordinary time rates. Leave does not accrue on unpaid leave.

Leave can be requested using the 'Vacation, Banked Time and Short Term Leave Request' form on Infodesk. For longer leave periods (e.g. maternity leave, or study sabbatical) please speak with your manager and HR, and fill out the 'Notice of Leave' form on Infodesk.

21.1 Annual Leave (Vacation)

The minimum annual leave entitlement for all Australian employees for each completed year of employment is 4 weeks paid annual leave, or the pro rata amount for part time employees. Leave loading is not applied as KCB pays above award rates as described in Section 17.

Employees are encouraged to take their annual leave. Employees are required to have minimum annual leave of 2 weeks per year.

Overdraw of annual leave is not permitted unless prior written approval is obtained from the Business Unit Vice President. Any approved overdrawn balances will be deducted from the employee's pay upon termination of their employment.

Banked time can also be used for annual leave purposes.

21.2 Approval Procedure

To allow time for project scheduling and staffing, employees are requested to submit their annual leave preference using the online "Vacation/Short Term Leave Request" form at the beginning of each calendar year or at a minimum 2 weeks prior to the leave date.

The Company will endeavor to accommodate these requests; however, approval of leave is contingent upon workload, adequate backup and delivery of services to clients.

Your group manager approves leave.

21.3 Public Holidays Australia

Refer to publicly gazetted dates, which can also be reviewed on [Infodesk](#).

21.4 Personal Leave (Sick and Carer's)

Personal leave is accrued at a rate of 10 days per annum for full time employees and on a pro-rata basis for part-time employees. Personal leave may be taken in the following circumstances:

- Where you are suffering from a personal illness or injury (sick leave).
- To provide care and support to an immediate family or household member who is suffering from a personal illness or injury, or unexpected emergency (carer's leave).

- Two days of unpaid carer's leave will be granted per occasion for employees who have exhausted their personal leave entitlement or are employed on a casual basis. Unpaid personal leave can be taken by prior agreement with the company.

Personal leave shall accumulate without limit, but is not payable upon termination of employment. There shall be no entitlements to payment in lieu of accrued personal leave.

When taking paid personal leave, you must give the company notice at the earliest opportunity. Personal leave will not accrue during periods of unpaid leave.

Where an employee is sick and is likely to be absent from work for a period of two days or more a medical certificate must be supplied to the supervisor.

21.5 Compassionate Leave

Up to two days paid compassionate leave is available when an immediate family or household member gets an injury or illness that threatens their life, or passes away.

21.6 Family and Domestic Violence Leave

Up to two days paid compassionate leave is available when an immediate family or household member gets an injury or illness that threatens their life, or passes away.

An employee (including a casual employee) is entitled to five days of unpaid family and domestic violence leave each year. Employees are entitled to the full five days from the day they start work.

The five days renews each 12 months but doesn't accumulate from year to year if it isn't used.

Employees can take the leave if they need to do something to deal with the impact of family and domestic violence and its impractical to do so outside their ordinary hours of work.

For example, this could include:

- making arrangements for their safety, or safety of a family member (including relocation)
- attending court hearings, or
- accessing police service.

The leave doesn't need to be taken all at once and can be taken as single or multiple days.

An employer and employee can also agree for an employee to take less than one day at a time, or for the employee to take more than five days.

21.7 Long Service Leave

Long Service Leave is provided in accordance with the legislation applying in your state or territory of employment. For further information regarding your entitlement to long service leave please contact HR or Payroll.

Long service leave is to be taken at a mutually convenient time to KCB and yourself. You are required to give notice of a minimum of 60 calendar days of your intention to take long service leave so that suitable arrangements can be made during your absence.

21.8 Jury Duty

In the event that any full time or part employee is served with a notice for jury duty by a Court or to appear as a witness, the employee will be paid 'make-up' pay up to a maximum of 10 days as per the National Employment Standards.

The employee must give the Company proof of attendance, the days and the amounts paid for each jury service.

Jury duty related salary payments will not be paid in the event of Court attendance as a plaintiff or defendant, except when the employee is attending in the capacity of a Company employee.

21.9 Other

At the discretion of management, leave of absence may be granted for reasons other than those outlined above.

22 UNPLANNED ABSENCES FROM WORK

KCB must be fully and adequately staffed in order to fulfil its client and project commitments. The attendance of all employees is critical to the effectiveness of each business unit. It is, therefore, very important to be at work, on time, every day.

a) Notification of Absence or Tardiness

Any employee who expects to be absent or late for work must notify their manager / supervisor, preferably before or within one hour of their usual start time. Should the absence be expected to last more than one day, the manager / supervisor should be informed to ensure plans are made for adequate coverage and a check-in plan established.

b) Unauthorised Leave

If an employee is absent from work for up to three consecutive days without notifying his or her manager/supervisor, that employee will be subject to disciplinary action. If an absence continues for longer than three consecutive days without notification, KCB will assume that the employee has voluntarily severed the employment relationship with KCB.

23 BENEFITS

23.1 Mandatory Benefits

The Company will contribute, under the superannuation guarantee requirements, the statutory 10% minimum contribution of the employee's eligible earnings to the superannuation fund of the employees choice. If no choice is made, and a superfund is not found through super stapling, then contributions will be made to the default super fund, Smart Monday.

The employee is responsible for obtaining relevant advice on the costs and benefits of independent superannuation funds.

Within one month of commencing employment, the employee must advise the Company of their chosen superannuation fund, as recognised by the Australian Taxation Office, and provide the Company with account details to enable electronic transfer of contributions.

The Company will:

- Pay contributions to a complying superannuation provider at least every quarter.
- Report details of the contributions to the employee in writing at least every quarter.
- Keep a record of all contributions made.
- Keep a record of when, what and how they reported contributions to their employees.

These reporting requirements will enable employees to keep track of superannuation contributions made on their behalf. Employees can verify details on the written advices they receive from KCB by contacting their superannuation fund.

Employees are responsible for obtaining advice on the taxation implications for superannuation from their superannuation fund or an independent financial advisor.

Employees should inform themselves about Reasonable Benefit Limits (RBL) which is the maximum amount of retirement and termination employee benefits that individuals can receive at concessional (reduced) tax rates.

23.2 Additional Superannuation Funds

In addition, KCB will contribute the amount equivalent to an additional 2.5% of the employee base salary to a fund of the employee's choice.

23.3 Income Protection Insurance

Eligible permanent KCB employees, working over 15 hours per week, will be included in the company's group income protection insurance (also known as salary continuance). In the event that an eligible employee is considered Totally Disabled for a period of time, the SCI policy provides for up to 75% of an employee's base salary to be paid to the employee after a 30-day waiting period, up to a maximum benefit period of five (5) years. An information sheet can be provided upon request, and is available via KCB's Infodesk.

24 HEALTH, SAFETY AND ENVIRONMENT

KCB is committed to safety in all aspects of professional practice. It is our practice to provide a safe working environment for our employees and to encourage a safe attitude in the workplace. However, commitment to safety is a mutual obligation and all KCB employees working at KCB's offices, laboratories, and project sites are also responsible for their own health and safety and the safety of others. Every employee is required to follow safe work procedures, to observe compliance with regulations pertaining to his / her work, and to assist in monitoring and development of safe and healthful working conditions. Every employee is required to review potential safety hazards at the start of each work shift.

As such, employees must familiarise themselves with the general Health & Safety information available on the Infodesk [Quality, Health & Safety and Environment \(QHSE\)](#) section within their first week of work and complete assigned online training and successfully pass the knowledge assessment quiz. Employees must also complete a full review of our HSE programs in conjunction with their technical and project roles within 3 months of joining the organization and update their training for specific assignments and roles in a timely fashion.

24.1 Fitness for Work, Social Responsibility and Drug and Alcohol Testing

Employees are expected to be “fit for work” and be in a condition to undertake their assigned duties safely and competently at all times. Please reference our procedure 710-Safety Leadership for further details on fitness for work.

Throughout the course of their employment with KCB, many employees will be required to undergo Drug and Alcohol (D&A) testing related to specific client assignments. Passing these tests is a prerequisite for assignment on many of our client projects around the world. In some instances, employees may be subject to random drug testing for safety specific or risk-sensitive positions.

Should an employee have a medical condition requiring medication that may impact D&A testing or cause impairment while in the workplace, they must disclose the nature of the impairment, in confidence and in advance, to either their manager/supervisor, project manager or human resources representative to allow for any necessary modified work duties or accommodations. Clients may also require notification of on-site medical services during fieldwork.

Employees who are not able to successfully pass D&A tests, even if the test failure was due to recreational legalized drug use or who refuse testing, may find their options for project assignments severely compromised.

If you have any questions regarding the impact of prescription or over-the-counter medication on your fitness for duty, you have an obligation to consult your medical professional to determine whether the medication can negatively impact your ability to safely and acceptably perform assigned duties.

KCB recognizes that alcohol and drug dependencies are treatable illnesses. Employees with concerns about personal addiction issues should also be aware of the resources available through KCB’s benefits, via KCB’s EFAP program and/or local Government sponsored addiction and substance abuse programs should external counselling be required.

KCB Employees must not:

- Consume any drugs, alcohol, or other substances that may cause impairment or intoxication while in the workplace or during work activities while in the workplace or during work activities; or
- Report for work while impaired or intoxicated by drugs, alcohol or other substances.

Any breaches of [KCB’s Drug and Alcohol Policy](#) will be regarded as serious and will be investigated, which may lead to disciplinary action, up to and including termination of employment.

See [KCB's Social Function Responsibility](#) guidelines on Infodesk and in the Employee Guidelines Appendices with regard to KCB event function protocol.

24.2 Distractions While Driving

KCB employees are prohibited from using cell phones, wireless or electronic devices (including hands free apparatus) while operating a vehicle on company business. Employees should be aware of specific legislation regarding the use of electronic devices and other distractions while operating private vehicles. In all regions, for their own safety and the safety of others, employees should eliminate any distractions while operating a vehicle outside of business use.

24.3 Safety Boots

All regular full-time and part-time employees who are required to work on field assignments are eligible for reimbursement toward the cost of safety boots. KCB shall reimburse eligible employees up to \$200 AUS every two years (from date of purchase).

Prior to purchasing safety boots, the employee will need to obtain their manager's written approval. The approval must be appended with the purchase receipt as part of the Concur expense claim process. Additionally, please forward approval and purchase receipts to your group administrators for tracking.

Eligible safety boots include steel toed work boots, steel toed rain boots and non-skid/slip boot attachments.

25 DISMISSAL, TERMINATION AND REDUNDANCY

The Company will follow the laws set out in the Fair Work Act 2009, with respect to notice requirements in the case dismissal, termination and redundancy.

At time of termination, KCB will pay out any wages, unused annual leave and/or banked time owing up to the final day of work.

Any monies owed to KCB such as negative annual leave balance or relocation expenses, will be deducted from your final pay.

26 RESIGNATION

Employees must comply with their responsibilities regarding notice of resignation as per their employment contract and in accordance with the Fair Work Act 2009. Employees will advise their supervisor in writing of their intention to resign.

Employees will not inform any existing or potential client of KCB of their intention to resign or make any statement that may cause the client to learn of their intention to resign without having first informed and discussed the intention with KCB.

Employees will not make any statements or perform any act intending to advance the interest of any existing or prospective competitor of KCB or behave in any way that may injure KCB's relationship with any existing or potential clients.

27 RETURN OF COMPANY PROPERTY

On termination of employment, all Company or Company agents' property must be returned to the company. KCB property includes but may not be limited to:

- original or copies of letters, reports or memos;
- documents;
- technical reference books, other Company library books;
- computer software programs;
- drawings, sketches and maps;
- keys and/or building access cards; and
- any other KCB or its clients or agents' property.

28 INFORMATION TECHNOLOGY

KCB's IT Group has a number of [Guidelines and Policies](#) related to network security, email usage and content, equipment purchases and software licensing. Employees are responsible for understanding and adhering to the Company's IT policies which are available on the IT & Tech Support section of Infodesk.

If you need help or have any questions related to company sanctioned software contact the helpdesk@klohn.com.

28.1 Internet Access

Each KCB employee is given access to the internet via a secure network or WiFi in each office to facilitate their work. When online, KCB employees are expected to respect the confidentiality of the Company's business, clients and projects, and the privacy of co-workers (refer to Section 9). In addition, following are the conditions and rules for using the internet at work:

- Limit your online activity during working time to work-related tasks.
- Do not engage in online activity that is offensive or unlawful, or exposes the Company to liability.
- Do not view online material that is obscene, pornographic or inappropriate for the workplace.
- Do not download copyright-protected or unlawful material.
- Do not use the Company network to stream music, videos, or watch live TV.

Note that KCB reserves the right to monitor online activity to ensure compliance.

29 BUSINESS COMMUNICATIONS

KCB employees are expected to communicate in a respectful and professional manner, including when communicating in person, by phone or e-mail, or posting on social media when the subject is related to KCB. All business communication, including written communication, voicemail and e-mail records, and social media postings on KCB's accounts, is the property of KCB.

29.1 Company Name and Logo

Klohn Crippen Berger is referred to as “KCB” for short, and the Company logo is trademarked and protected. Refer to the *Corporate Identity Manual* for logo and company colour specifications.

29.2 Company Information and News

Company information for employees is available on KCB’s intranet, Infodesk, which is hosted on Microsoft SharePoint. Infodesk is our primary internal communication and collaboration tool related to general company and business information and workflows.

Internal KCB news is posted on Infodesk daily, along with alerts for IT upgrades and emergency information, as necessary. The current versions of Company policies, procedures, work manuals and forms are all available on Infodesk.

Company news for an external audience is posted on www.klohn.com and on KCB’s social media accounts (on LinkedIn, Twitter and Facebook) by the Marketing group. Refer to Section 28.4 Social Media.

Content published on the KCB intranet (Infodesk) is confidential and for internal use only at KCB unless otherwise stated.

29.3 Using Email at Work

Each KCB employee is issued a company e-mail address for communicating with co-workers, business colleagues and clients. Following are the conditions and rules for using e-mail at work:

- Use KCB’s standard for e-mail signatures. Refer to the *Corporate Identity Manual* for more information.
- Assume that e-mail messages, including voicemail converted to e-mail messages, are not private and may be retrieved at any time and discoverable in the event of litigation (i.e. they will last forever).
- Be cautious of potentially harmful e-mail messages that impersonate a trusted person or organization to gain access to confidential information such as passwords and financial information.
- Do not broadcast e-mail messages to the entire Company, business unit or location unless there is a good business reason to do so. If in doubt, ask your manager.
- Do not broadcast e-mail messages to external parties such as client contacts or business colleagues. Official broadcast e-mail messages from KCB, such as event invitations and electronic Christmas cards, are managed by KCB’s Marketing Group.
- When replying to an e-mail message, do not default to “Reply All”. Respond to only those who need to be included.
- Employees who wish to advertise events or personal items for sale may post the information on lunchroom and coffee station bulletin boards.

29.4 Social Media

KCB uses social media for marketing, business development and recruiting purposes and encourages employees to participate in a respectful and professional manner, while recognizing that social media content is open to the public.

KCB employees are prohibited from creating a social media account on behalf of KCB without the Company's permission.

When participating in KCB's social media accounts or posting on your personal social media accounts in relation to your employment or work at KCB:

- Do not use the company name or any variation of the company name as part of your personal social media account or screen name.
- Use your real identity, and if appropriate, identify yourself as an employee.
- Do not infringe on copyright law; link to an original work or include a reference when quoting excerpts of an original work.
- Respect the confidentiality of KCB's business, clients and projects, and the privacy of co-workers, for example:
 - ◆ Do not cite people or post a photo of KCB employees and co-workers, without their permission.
 - ◆ Do not post a project photo or video without permission from KCB and the client.
 - ◆ Do not post derogatory or defamatory comments about the Company, KCB employees or any other business colleagues.

Note that KCB reserves the right to monitor social media activity to ensure compliance.

29.5 Insider Information

Although KCB is not a publicly traded company, employees are reminded that, from time-to-time, they may be made aware of information regarding KCB client's, financial or project activities. Employees must preserve confidentiality with respect to KCB activities and those of its clients, vendors, etc. Specific information regarding this is addressed in KCB's Code of Business Conduct and Ethics.

29.6 News Releases

Employees will be alerted to particularly high-profile news releases via the Infodesk home page or via interoffice e-mail. This information is also available on KCB's website, <https://www.klohn.com/>.

29.7 Media Calls

KCB's policy is not to release or provide any project information to the media without the client's expressed consent. Unsolicited calls from the media should be directed to the President's office.

29.8 Corporate Identity

Standards and specifications have been developed for KCB’s company logo and name. For more information, visit the [Marketing page](#) on the Infodesk.

29.9 Emergency Event Communication

To provide employees with information on emergency events that cause disruption to or impact the normal running of our organization we have created tools and resources which employees will learn about during their company orientation. These tools are available under the “Emergency” button on Infodesk and the Company website under the Employee Login tab (password “emergency”). The emergency events referred to in this document pertain to:

- Office closures or limited access due to disruptive man-made or weather related events,
- Office evacuations, and
- Significant events related to safety, wellness and security incidents on our premises and / or at client sites.

This document should be treated as a confidential internal document not available for external distribution.

Revision Table

File name: Australia Employee Guidelines.docx		
Revision Date	Comments	Approved By
2015-03-05	Rev 1 – Annual Revisions	L. Murray
2016-01-20	Rev 2 – Section 10,16,18.2 – rewording. Section 23.2 – change to superannuation %	S. Batchelor
2016-03-03	Rev 3 – Wording change to expense claims	S. Batchelor
2016-11-17	Rev 4 – Added Appendices	S. Batchelor
2017-03-26	Rev 5 – Section 17.1 and 17.2 Remuneration	S. Batchelor
2018-01	Rev 6 – moved public holidays chart as Appendix III, added sub-section 23.3 & 4, added Appendix IV	S. Batchelor
2019-10-28	Rev 7 – Revised section 28 to include same wording found in CDN Guidelines	T. Telfer
2020-02-20	Rev 8 – Added Section 6 Reporting an Ethics Violation	C. Seaby
2020-07-08	Rev 9 – Section 23.4 Group Salary Continuance	C. Seaby
2021-03-30	Rev 10 – Section 21 Amended and removed Appendix I – Personal Leaves, Section 24.3 Steel Toed Boots Added	T. Telfer / C. Seaby
2022-01	Rev 11 – added NSW legislation wording to section 9; removed section 23.3 Life Insurance Benefit	T. Telfer / C. Seaby

APPENDIX I

Social Function Responsibility

Appendix I

Social Function Responsibility

I-1 INTRODUCTION

This document describes the protocols for the responsible management of Klohn Crippen Berger (KCB) sponsored events where alcohol is served and consumed. KCB is not responsible for the behaviour of employees or their actions when they attend social events and activities not sponsored or funded by KCB.

I-2 EVENT MANAGEMENT

KCB will appoint an Event Manager (or where required, a licensed server) for all KCB-sponsored events, held on or off KCB premises, where alcohol is served and consumed. The Event Manager will act on the Company's behalf to:

- Remind attendees of this policy and their obligations as guests of KCB.
- Provide a selection of non-alcoholic beverages as alternatives to alcoholic beverages.
- Prevent an attendee from continuing to consume alcohol if they show signs of obvious intoxication.
- Prevent an attendee who show signs of obvious intoxication or impairment from any substance from leaving the event unaccompanied; and
- Provide an alternate means of transportation, including appointing a designated driver, for attendees who show signs of obvious intoxication or impairment.

I-3 CONDITIONS OF ATTENDANCE

Employees and other invited guests who accept an invitation to attend KCB-sponsored events agree to:

- accept responsibility for their safety and the safety of others;
- accept responsibility for their own alcohol consumption;
- moderate their intake of alcohol;
- follow legal guidelines with regard to intake or consumption of other substances;
- cooperate with KCB's efforts to ensure their safety; and
- withhold from sharing or posting photos on social media without prior permission from other attendees and KCB.

Please note:

- KCB opposes the operation of a vehicle while impaired or intoxicated by drugs, alcohol or any other substance that may cause impairment or intoxication.
- Illegal substances are strictly prohibited at KCB events.
- KCB reserves the right to ban any employee or other guests from future events who ignore, or fail to comply with these conditions of attendance.

- KCB reserves the right to cancel future events and discipline employees as a result of non-compliance with this policy.

When attending Company social functions, KCB employees are also reminded to adhere to the following rules and guidelines:

- General Workplace Rules (in the [Employee Guidelines](#))
- [Respectful Workplace Policy](#)
- [KCB's Code of Business Conduct and Ethics](#)
- [KCB's Drug and Alcohol Policy](#)

Revision Table

Filename: Social Function Responsibility .docx		
Revision Date	Comments	Approved By
2018-08-16	Rev 6 – new wording related to Cannabis legalization in Canada added	Director, HR
2017-01-17	Rev 5 – Review and update	Director, HR
2015-02-25	Rev 4 – Reference to illegal substances	Director, HR