EMPLOYEE HANDBOOK

VARDAAN ENTERPRISES LIMITED

Contents

INDUCTION....4
ORCHARD SAFETY AND HYGIENE....5
Your Obligations and Acknowledgement....5
Hygiene Policy (Company)....5
Personal Hygiene Rules....5
COVID-19 Policy (Company)....6
COVID-19 for individuals....6
HEALTH & SAFETY POLICY STATEMENT....8
Orchard Rules....8
ORCHARD SOCIAL RESPONSIBILITY POLICY....9
Ethical Trading Policy....9
JOB DESCRIPTION – GENERAL ORCHARD WORKER....10
Key Tasks....10
Key Responsibilities....10
Key Measurements....10
SPECIFIC SKILL DESCRIPTIONS....11
Summer Pruning....11
Tip Squeezing / Crush Tipping....11
Thinning....11
Male Pruning....11
PROCEDURES FOR TIMESHEETS....13
Orchard Timesheets....13
Payroll App....13
Pay Errors....13
Understanding (paid) Public Holidays....13
RESIGNING FROM YOUR EMPLOYMENT / HOLIDAY PAY....14
Understanding Holiday Pay....14
DRUG AND ALCOHOL POLICY....15
Purpose....15
Scope....15
Responsibilities of Staff....15
Drug and Alcohol Testing Procedures....16
Positive and Non-Negative Test Results Action....17
Refusal to Take or Submit a Drug and Alcohol Test....17
Disciplinary Procedure....17

Alcohol and Drug Training, Awareness and Rehabilitation.....18
Privacy, Consent and Dissemination of information.....18
USE OF PUBLIC GROUPS FOR WORK-RELATED INSTRUCTIONS 19
COMPLAINTS AND SUGGESTIONS.....20

INDUCTION

When you arrive on the work site for the first day, you should be inducted so that you understand:

Who your Supervisor is – you need to ask the other workers to point out your supervisor and go and introduce yourself. Your supervisor will show you how to sign in/out on the paper timesheets each day so we can keep track of your hours.

Who your fellow workers are (introduce yourself!) – our workers become a little community among themselves. Make sure you join the community by introducing yourself to the people you are working alongside.

The location of the First Aid Kit – in most circumstances this will be in the Supervisor's car, but if you need First Aid, go first to the Supervisor who will help you.

Any dangers associated with the work you are being asked to do – the most important things to be aware of are sprays (stay off the orchards when growers are spraying), bees and pollen, and trip hazards (wires, weeds, holes in the ground). If there are any work-specific dangers, your Supervisor will tell you what to watch out for.

Illness/Injury reporting processes – if you feel unwell during the day, make sure you let your Supervisor know if you are going home. If you injure yourself at work, your Supervisor will assist you. You will need to make a formal report of any injuries, and a form is available for that. Make sure you advise us in writing of an injury so that we can send you the appropriate form.

The location of toilets/washing facilities for hands – portable toilets are available in most places. It is important to wash your hands after using these portable facilities. You may want to carry a small bottle of hand sanitiser in your bag to use after washing if you are going to be eating your lunch!

Procedures for emergencies – Any potential emergencies (fire, earthquake etc) will mean that you may have to vacate the orchard. You should always head straight to the location of the parked worker vehicles if an emergency occurs, and wait for further instructions from your Supervisor. Do not get into your car and drive away – in the event of an earthquake the roads may not be safe.

Covid-19 Protocols (if applicable)

Timesheet processes – it is very important that you sign in and out of the orchard on the paper timesheets every day. If you forget to do this, we cannot pay you for the day. You will also be provided with an app to use which you will be expected to record your daily hours on. You will record your own start time, finish time, and break duration. Again, if you do not do this you may not be paid correctly. A video is available for you to find out how to use the app: Link to video

Biosecurity – It is *vitally important* that people coming onto an orchard are not carrying soil and plant material which could carry and spread infections to the vines/trees on the orchards.

- All clothing, footwear, tools, and vehicle tyres must be cleaned/checked daily to ensure that they do not contaminate orchards with tracked in soil and plant material.
- While we encourage healthy eating, it is critical that employees do not throw apple cores, fruit stones or any other organic material into vines while eating lunch. Use bins, and/or bring a clean plastic bag for your waste every day.
- If you see anything unusual in the vines, or any unusual bugs as you are working, take a photo and try and capture the bug to take to your supervisor.
- Keep vehicles to dedicated tracks/roads and *do not ever* drive under the vines or into blocks without explicit permission from the orchard owner.

ORCHARD SAFETY AND HYGIENE

Your Obligations and Acknowledgement

By arriving at work each day, you acknowledge that you have read and understood these important rules:

- Orchard Health & Safety Policy & Rules
- Orchard Hygiene Policy and Rules (inclusive of COVID19 rules)
- Orchard Accident & Emergency Plan
- Hazards and associated risks as identified by MSO

In particular you have an obligation to:

- Ensure compliance with common sense Health & Safety behaviour
- Ensure your actions do not cause harm to yourself or others
- Use suitable protective clothing and equipment provided, as required to complete tasks
- Know the orchard hazards you may be exposed to and the measures in place to control them
- Be aware of the accident and emergency procedures including accident/incident reporting requirements for the orchard

Hygiene Policy (Company)

Vardaan Enterprises Limited is committed to maintaining a hygienic working environment on the orchard(s) to protect both staff and product. To achieve this we will:

- Ensure a hygiene risk assessment is undertaken for the orchard(s), is reviewed annually and updated as needed.
- Ensure all employees receive appropriate hygiene training based on the hygiene risk assessment and comply with the orchards hygiene rules at all times
- Ensure all employees, contractors and visitors are made aware of the hygiene rules of the orchard
- Ensure that product segregation procedures are in place in case of contamination
- Ensure the appropriate hygiene instructions are visible on the orchard
- Provide the facilities required in order to maintain staff hygiene
- Provide any equipment needed to maintain a hygienic working environment
- Review this Hygiene Policy and any associated procedures on an annual basis to ensure ongoing best practice.

Personal Hygiene Rules

- Smoking and eating shall take place away from the fruit or fruit handling equipment.
- Hands shall be washed with soap and water after eating, smoking and toilet breaks
- Cuts and/or grazes shall be covered at all times by waterproof dressings. Gloves to be worn where necessary.
- Workers shall not cough or sneeze over fruit or pick or scratch their nose.
- Defecation or urination anywhere except designated toilets is strictly prohibited.
- Hair should be tied back, and fingernails must be kept short and clean.
- Appropriate clean clothing and footwear shall be worn.
- Personal effects e.g. jewellery that are likely hazards are to be removed

- All allergens capable of causing serious harm e.g. nuts are to be eaten away from produce and hands washed before handling fruit
- All employees with known allergic reaction to medicines e.g. penicillin, first aid equipment e.g. band aid adhesive or insects e.g. bees shall inform the Supervisor before starting work.
- People moving between orchards shall clean down clothes, footwear and sanitise hands prior to leaving the orchard and entering a new one.)
- No rubbish is to be left on the orchard or placed in harvest bins/bag

COVID-19 Policy (Company)

Vardaan Enterprises Limited is committed to maintaining a hygienic environment that ensures all reasonable steps are taken to minimize and reduce the spread of COVID 19. We shall do this by ensuring:

- All individuals sign into each new worksite either using the COVID 19 tracer app or manual register
- Always maintain social distancing (at least 2m or 6 feet) between yourself and others that are not in your "bubble"
- The use of face-covering/masks while working on the orchard
- Employees follow handwashing/hygiene policy/rules including washing your hands with soap/water and drying with a single-use towel in the following instances:
- After using the restroom
- After eating
- Before beginning harvesting of fruit
- Changing of blocks/orchards/worksites
- The use of hand sanitizer
- The cleaning and disinfecting all equipment (as required) between jobs/blocks/worksites (with approved chemicals).
- During harvest this should include changing of picking gloves at regular intervals and disposing of the used gloves in a controlled manner.
- Employee's temperatures will be taken prior to beginning work. Any temperature considered "high" will be asked to leave and seek advice from COVID 19 Healthline
- Employees are required to report any sickness/illness to management as soon as they become aware.

COVID-19 for individuals

- Ensure you sign in to each new worksite either using the COVID 19 tracer app or manual register
- Always maintain social distancing (at least 2m or 6 feet) between yourself and others that are not in your "bubble"
- Use of face-covering/masks while working on the orchard
- Follow handwashing/hygiene policy/rules including washing your hands with soap/water and drying with a single-use towel in the following instances:
- After using the restroom
- After eating
- Before beginning harvesting of fruit
- Changing of blocks/orchards/worksites
- Use of hand sanitizer
- Cleaning and disinfecting all equipment (as required) between jobs/blocks/worksites (with approved chemicals).

- During harvest this should include changing of picking gloves at regular intervals and disposing of the used gloves in a controlled manner.
- Employee's temperatures will be taken prior to beginning work. Any temperature considered "high" will be asked to leave and seek advice from COVID 19 Healthline
- Employees are required to report any sickness/illness to management as soon as they become aware.
- Individuals who have been at a "location of interest" must seek advice from Healthline, seek a COVID19 test and not return to work until a negative result is returned (or as otherwise advised by Ministry of Health.

HEALTH & SAFETY POLICY STATEMENT

Vardaan Enterprises Limited is committed to maintaining a safe and healthy working environment for the protection and wellbeing of our employees and other persons on site.

Health and safety is everyone's concern, and all employees, contractors and sub-contractors are expected to share our commitment to avoid accidents and incidents which may cause personal injury, property damage, loss of production or other loss.

Every employee is expected to act safely at all times to ensure their own welfare and that of the fellow employees and others on site.

We will ensure the safety of employees by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all plant and equipment is safe and well maintained
- Ensuring all employees (including any mobile workers) and other people working onsite (or close by) are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

Taken from Section 6 of the Health & Safety in employment Act

To achieve this we will:

- Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent injury or damage.
- Inform all employees of the hazards and the hazard controls.
- Ensure all employees are properly trained and supervised.
- Inform all employees of emergency and evacuation procedures.
- Record all incidents and accidents in our workplace and take all practicable steps to prevent these events from happening.
- Carry out planned self-inspections to monitor health and safety issues.
- Ensure all employees are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety on site.

Orchard Rules

- Follow all training instructions and use correct techniques
- Ensure understanding of a job before beginning
- Do NOT drive faster than 20km/hour inside orchard
- Vehicles to be driven in designated areas only e.g. roads/driveways and NOT under canopy
- Smoking is in designated areas only
- No drugs or alcohol on orchard
- Employees only on orchards, no visitors
- Ensure hygiene at all times – wash hands after using the toilets, eating, smoking etc
- Ensure that COVID-19 policy, including contact tracing, health & wellness checks/records, temperature checks, mask use, social distancing and hygiene rules are upheld at all times.
- Ensure that you sign the timesheet at the beginning of the day and when you are leaving at the end of the day
- Remove all rubbish from the orchard – dispose of properly in bins
- Ensure all tools are stored in appropriate place when not in use

- When listening to music while working on orchard either use external speakers or one earbud only
- Personal Protective Equipment (PPE) to be worn at all times including covered shoes and gloves during harvest
- Report any hazards to the supervisor

ORCHARD SOCIAL RESPONSIBILITY POLICY

Ethical Trading Policy

Vardaan Enterprises Limited is committed to ethical trading fundamentals, operating a socially and environmentally responsible business and protecting the rights of workers.

Every person is a unique individual and has the right to be treated with respect, fairness and dignity and to work in a safe, healthy and non-threatening work place.

In addition, we recognize the importance of caring for and protecting the environment in which we live and do business and therefore are committed to reducing waste, minimizing emissions, controlling hazardous substances and protecting our environment.

In order to demonstrate commitment to the above Vardaan Enterprises Limited shall comply with all applicable laws and regulations, specifically with regard to:

- Employment *(See MBIE Employment Learning Modules in this document to know your rights)*
- Environment
- Health & Safety
- Immigration
- Human Rights
- Preclude the use of forced, bonded or compulsory labour
- Allow freedom of association and respect the right to collective bargaining
- Provide a safe and health work environment for all employees and contractors
- Ensure that minors are only employed under circumstances which protect them from physical risk and ensure that their education and human development is not compromised.
- Prohibit discrimination in the workplace and ensure workers are to be treated with respect, fairness and dignity
- Pay fair and legal wages, including benefits, holidays and breaks, and force no personto work unacceptable hours.
- Ensure all employee understand their responsibility related to respecting and protecting our environment.
- Do not tolerate or engage in bribery, corruption, or unethical practices
- Ensure all employees and employee representatives (if applicable) are aware of the complaints/suggestions procedure and will not be penalized for initiating one
- Ensure that employee complaints are handled within 48 hours
- Record the complain on the Complaint / Suggestion form or similar
- Ensure that follow up to employee complaints is communicated back to the complainant within the 48 hours period.
- Review this policy annual and any associated procedures as necessary to ensure ongoing best practice.

JOB DESCRIPTION – GENERAL ORCHARD WORKER

Responsible to: Supervisor, Management

Orchard workers are to undertake all aspects of orchard tasks as instructed to meet seasonal and business requirements throughout the year. This cycle will include picking (harvest), winter and/or summer pruning, tying down and thinning. Induction and On The Job training will be provided at the commencement of all tasks to be undertaken.

Key Relationships With: Orchard Supervisors and Managers

Primary Objective: to ensure that all crops are picked, pruned and thinned to comply with orchard grade standards and that good safe work practices are maintained at all times.

Key Tasks:

- Pick, prune or thin kiwifruit crops as instructed
- Maintain picking/pruning/thinning quality standards

Harvest (picking) – fruit is to be picked and placed in picker bags which are then emptied into bins. All care must be taken to ensure picked fruit is not bruised or physically damaged. When emptying fruit bags into bins, inspect picked fruit to ensure any foreign matter such as twigs, sticks or leaves are not left in bins or picked fruit.

Winter pruning and tying down programme – selection of new and primary canes with raised mature buds. A minimum of 30 buds per square metre is available.

Summer pruning programme – Prune canopy to retain light. Removal of vegetative canes from leaders to ensure adequate light and retain next seasons fruiting canes. Male Pruning removal of old flowered laterals to retain light in canopy and to encourage terminated growth to retain spur wood for pollination next season.

Thinning – fruit thinned to Zespri export fruit grade standards. Thinning also includes the removal of damaged, marked, misshapen or undersized fruit to allow for remaining fruit to grow to an acceptable size. Flower bud thinning as instructed to prepare for pollination.

Key Responsibilities:

- Comply with all instructions as provided by the Supervisors
- Ensure quality standards are maintained throughout all orchard processes
- Comply with all Health & Safety instructions and procedures – including wearing necessary safety gear when instructed
- Comply with any specific orchard hygiene instructions
- Any damage is report immediately
- Undertake associated orchard tasks as and when required.

Key Measurements:

- Orchards tasks are completed according to seasonal and business requirements
- High level of safety awareness
- Ability to follow instructions
- Punctuality and attendance
- Orchard practices are met in a timely manner and to a high quality standard

SPECIFIC SKILL DESCRIPTIONS

Summer Pruning Summer pruning refer to the removal of excess vegetation from the vine during the growing season: • To keep good light levels on the fruiting canopy • to ensure good fruiting wood is produced for next year's canopy • to enhance dry matter and sugar levels in the fruit and hence improve the fruit taste • maximise fruit size • enhance fruit storage • an open canopy will improve airflow, and therefore reduce disease risk • open canopy improves spray penetration which will reduce pest and disease threads	Tip non-termination shoot in the fruiting canopy, approximately six leaves past last flower. DO NOT cut or shorten terminated shoots, these have no growing tip and will not continue to grow or cause shading and are potentially the best cane to leave for next year's fruiting wood. Remove surplus new cane from in and around the leader area. This is referred to as "leader" or "low vigour" pruning. The objective is to remove excess growth or late grown vegetation that will not be required for next year's fruiting canopy. Zero leaf shoot at cane end to prevent growing into males or other females. Stubbing leaders – stub shoot early that are growing up or in the wrong direction, always ensuring gaps in the leader are assessed. Remove blind or empty shoots.
Tip Squeezing / Crush Tipping Tip squeezing of shoots has proven to be an effective technique in controlling vegetative growth.	Tip squeezing involves damaging the growing tip of actively growing shoots that would otherwise not self-terminate. Tip squeezing leaves the shoot tip damaged but NOT broken out. When squeezing, the collapse of the growing tip is felt as a general popping. The first round of tipping targets shoots outside the 2nd wire with a strong non-terminated end. The second round of tipping targets all shoots that are non-terminated except first shoot out of every cane outside the 2nd wire. The third round of tipping is the same as the 2nd round.
Thinning To modify crop loading for fruit size and productivity. Thinning should be carried out as early as possible to allow the remaining fruit to take maximum advantage of the vine resources being produced.	<u>Gold bud thinning</u> • Remove excess flowers where necessary • Remove misshapen buds • Thin to desired crop load, as directed by manager <u>Green Fruit bud thinning</u> • Remove flats/fans and misshapen flowers • Thin to desired crop load, as directed by manager <u>Fruit Thinning – Gold and Green</u> • Use gloves • Remove excess fruit numbers to desired crop load • Remove any unpollinated or misshapen fruit • Remove any undersized fruit BUD AND FRUIT COUNTS MUST BE DONE TO ENSURE CORRECT FRUIT LOAD
Male Pruning In order to maximise yields in kiwifruit orchards it is imperative to get male plant management right. The quality of male pruning has substantial impact on	The goal is to create: • Low vigour, compact, open vines • High quality floral buds • Utilise spur and shoot terminated wood

orchard productivity in the ability to minimise canopy area of males while maximising pollination and reducing PDS infection risk.	• Remove vertical growth • Attempt by correct wood selection to align male/female flowering • Vigorous wood and large crowns should be removed • Vines should be pruned so there is a gap between male and female vines to improve air movement during flowering, to ensure that there is a well-lit, ready access area to encourage bee visitation • All work to be carried out in dry conditions observing PSA protocols

PROCEDURES FOR TIMESHEETS

Orchard Timesheets

It is your responsibility to ensure that Vardaan has an accurate recording of your time worked. In particular, you are required to enter your name on the paper timesheet when you arrive for work (including the time you arrive) and sign the timesheet when you leave (noting the time you leave).

Payroll App

You are also required to enter your weekly hours into an employee timekeeping app no later than 7pm on Sunday night every week. You will be invited to use the app when you are first entered into payroll. The hours you enter here will be checked against the hours recorded by the Supervisors, and will be drawn into payroll if correct.

If your app-recorded hours are incorrect and do not correspond with the paper timesheet, your pay may be held up while we investigate the discrepancies. We will correct your pay by altering your hours in the app to make it align with the paper record.

You must not enter any hours into the app that you did not actually work.

Any attempt to deliberately falsify the hours entered into the app will be deemed to be serious misconduct and could result in disciplinary action being taken against you up to and including summary (instant) dismissal from your job.

The two 15 minute tea breaks are paid time, but the 30 minute lunch break is unpaid time. You must enter the 30 minute break into the Break Duration field each day to enter correct daily records.

Pay Errors

If you think a mistake has been made with your pay, you must first go to the Supervisor you were working with on that day to see what records are held for you.

Understanding (paid) Public Holidays

Payment for Public Holidays is a complicated issue in the horticulture industry. We have two ways of addressing it for our workers:

1) We work for (contract to) orchard owners, or 'growers'. When we offer you work, it is because the growers have offered the work to us. If growers do not offer us work for any period, then we cannot offer that on to you. It is very rare that growers will contract us to work on public holidays, mainly because it costs them 2 ½ times the normal rate to do so. It can also be though that they and their staff are also having a holiday and they don't want to be working and monitoring our employees. Whatever the reason, *if we are not contracted to work for the growers on a Public Holiday, then that day is not an 'otherwise working day' for you and you will not be paid for it*.
2) For our long-term/permanent workers, your working pattern will determine whether or not you will be paid for the Public Holiday. Our payroll system determines this automatically, and it will appear in your pay for the week if the system determines that you should be paid based on work pattern.

RESIGNING FROM YOUR EMPLOYMENT / HOLIDAY PAY

When you end your employment with us, it is important that you let us know straight away so that your Holiday Pay can be paid to you in the final pay run for your wages.

You need to fill out the form on our website (employee information page) with your email address, name, and your last working day, and submit it to HR for payment to be made.

Understanding Holiday Pay

Because you don't receive your Holiday Pay with your wages each week, it builds up (accrues) at a rate of approximately 8% of your total gross (before tax) earnings. It increases each week that you work for us, and can amount hundreds of dollars by the time your employment ends.

It is really important that you receive this Holiday Pay along with the wages from your last working week, so when you tell us you are ending your employment with us we make sure that this money is paid out to you.

DRUG AND ALCOHOL POLICY

Purpose

The purpose of this policy is to:

1. Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
2. Ensure that the staff at Vardaan Enterprises Limited (referred as the 'Company') can work in an environment free of alcohol and drug use or abuse.
3. Outline the Company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
4. Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

Scope

This policy applies at the workplace, to all staff members of Vardaan Enterprises Limited. All individuals working at Vardaan Enterprises Limited are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the well-being of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore emphasises that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, whose ability to work may be impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of prohibited drugs or alcohol on company property. The Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc, which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment or engagement.

The Company reserves the right to undertake random drug and alcohol testing for positions that are directly related to key safety roles. These roles include, but are not limited to, pilots, tandem parachute masters, parachute packers, riggers, vehicle drivers, ground crew and launch assistants.

Selection of key role staff will include management and owners or directors of the company who are involved in key roles. Testing of owners or directors of the Company will be undertaken by a third-party tester to maintain transparency for the Company.

Responsibilities of Staff

It is the responsibility of all staff to identify concerns about any individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a senior person who will take action such as stopping the staff member who is suspected of breaching this policy from performing his or her work, pending testing and a decision on the result including potential disciplinary action.

If a staff member or other person arrives at the workplace, (on Company property) and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, they will be stood down from the work environment. If there is any doubt about whether they are, or are not impaired, the Company will err on the side of caution in that stand down.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

Staff who have been prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

If a staff member or contractor believes a person in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify others such as their team leader, manager or someone in a role who can take appropriate action.

In support of any person who may have developed or is developing addiction to a chemical substance, all employees and contractors are required to report any violation of this policy. Any staff member, co-worker, contractor or supervisor not doing so is enabling the dependence. Enabling behaviour leads to on-going health and safety concerns for an affected individual and those around him or her.

Drug and Alcohol Testing Procedures

All testing will be performed by the use of a non-intrusive drug test (a urine test at times post incident maybe a blood test if urine is not possible) and an alcohol breath test which may be conducted by a registered medical professional.

- **Pre-employment**
  Any person who has applied to be employed or engaged in a key safety role will be tested prior to beginning that role.

- **Random testing**
  Selection of key role staff for random testing will be conducted in a clear, transparent manner and in accordance with "good faith". A random number generator will be used for selecting persons to be tested.

- **After accidents or incidents**
  Any staff employed or engaged in a key safety role who are involved in any accident or incident where serious harm did or may have resulted will, prior to continuing that role, be required to undergo an immediate test.

- **With reasonable cause during working hours**
  Where there are reasonable grounds for suspecting that a staff member is impaired while at work, the staff member will be required to undergo a test. This must be a decision of at least one other person who is a senior person of the PCBU.

- **Follow-up testing**
  Further follow-up testing will occur for any staff member who had a confirmed positive test and was permitted to recommence work, to ensure repeat positive tests are eliminated.

Positive and Non-Negative Test Results Action

Any test, performed by any person other than by a laboratory, which returns a positive result, will be known as a 'non- negative' result only. Non-negative means the initial test has indicated that there may be drugs or alcohol present in the sample.

On producing a non-negative result, a person may be withdrawn from the work place or have their duties altered. The effect of this is to take action so that a possible non-safe situation is managed. The staff member may provide an explanation for the result which will be taken into consideration.

An additional laboratory test by a third-party tester, on the same sample, will then be performed to confirm the result as positive or not. The staff member has the right to undergo their own third party test if they want.

The laboratory result will be either negative or positive.

If negative, the person will be allowed to continue to perform their role.

If confirmed as positive, the staff member may be further withdrawn from the work place, have their duties altered, and/or proceeded against under the disciplinary procedure and may be subject to summary dismissal.

A staff member who has a confirmed positive test may, subject to agreement with the Company, be permitted to recommence work after having completed rehab and returned a negative test. Follow-up testing will be performed in this instance.

Refusal to Take or Submit a Drug and Alcohol Test

If a staff member is selected and refuses to undertake a drug and alcohol test, he/she is required to provide an explanation for the refusal, which will be taken into consideration by the Company.

If grounds for refusal are not acceptable, that person may be subject to withdrawal from the workplace and to disciplinary procedures.

Disciplinary Procedure

The disciplinary procedure may follow a two-step progression:

1. For a positive test or refusal: a warning with an immediate 1-week withdrawal from work and/or consideration of, or direct termination.
2. For a repeat positive or repeat refusal: immediate withdrawal from work until a test is performed. Unless there are extremely extenuating circumstances, direct termination will result.

The Company reserves the right to immediately terminate employment or engagement if, for example, returning a positive test after having an accident.

Alcohol and Drug Training, Awareness and Rehabilitation

The employer will ensure that all staff are provided with training and awareness regarding this drug and alcohol policy, upon their induction, including any subsequent amendments to the policy should amendments occur.

In the event of a positive test the Company will provide the affected staff member with an opportunity for rehabilitation that may include the provision of confidential support and or counselling.

Privacy, Consent and Dissemination of information

A written consent will be obtained from the staff member prior to the test and will include the release of the results to the Company.

All drug and alcohol test results will be provided and available to the staff member upon completion of the test and the availability of the result.

All information gathered as a result of drug and alcohol testing is collected for the purpose of implementing the Company's policy and achieving its safety objectives.

The Company will hold the test results on the staff member's personnel record for 72 months.

Information may be disclosed only with the written consent of the staff member, the exception being disclosure to relevant safety regulators or authorities.

USE OF PUBLIC GROUPS FOR WORK-RELATED INSTRUCTIONS

Vardaan uses WhatsApp Group Chats to keep groups of workers together, and to enable easy access to instructions on a day-by-day basis for our workers.

There is a Code of Conduct for participation in these groups which you must be aware of:

- These groups are for work-related information only. Do not post links to external sites or activities on these groups.
- Always remain considerate of others and do not use profanity or SHOUTING (caps lock) when communicating.
- Do not post personal information on these groups. Do not send bank, password, email or other private information via these groups.
- If you wish to set up separate groups to communicate you are welcome to do so, but please keep these channels clear for work-related instructions.
- Never discuss pay or work conditions in these groups. These matters are between you and us, and you are expected to communicate only with us if you have issues you wish to talk about. There is a Complaints and Suggestions form in the back of this document for you to send us your concerns if necessary.

COMPLAINTS AND SUGGESTIONS

Date of Complaint/Suggestion	
Name of Person submitting Complaint/Suggestion	
Details	
Actions Taken/Resolution	
Resolved by	
Date Resolved	
Date parties informed of outcome	
Complaints and suggestions will be responded to within 48 hours and resolved within 7 days where possible. **There will be no penalties of any kind against an individual filing a complaint. Each complaint will be dealt with confidentially and between only the necessary parties.**	