



“HEALTH POLICY” IN RESPONSE TO NOVEL CORONAVIRUS (COVID-19)

Monday 16th March 2020

Subject: COVID-19 (Coronavirus): Keeping Our Workplace Safe

As global concern about the current COVID-19 outbreak grows, we're doing our best to keep everyone healthy and safe in the workplace, whilst also minimizing disruptions to our day-to-day operations.

We're closely monitoring the situation and know that misinformation and fear can spread more virulently than the virus itself and we want to discourage false information from circulating. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites:

<https://wwwnc.cdc.gov/travel/notices/alert/coronavirus-global>

<https://www.who.int/health-topics/coronavirus>

We understand that the current outbreak is worrying, and we would like to give you an insight in how we can all help keep the workplace safe, as well as the steps we'll take as an Company if and when it's deemed necessary.

1. ABOUT THIS POLICY

This policy applies to all employees of Platinum Electrical & Air and details steps we can all take to protect ourselves in the workplace from risk of contracting the virus.

2. WHAT IS NOVEL CORONAVIRUS (COVID-19)?

Novel Coronavirus is a respiratory virus, which can present similarly to other respiratory viruses, like the common cold or flu.

Based on current understanding, COVID-19 spreads mainly through droplet transmission. This means a person can catch the virus if they are exposed to droplets spread by an infected person through motions like coughing or sneezing.



Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick, very quickly. People with coronavirus may experience:

- **FEVER**
- **FLU-LIKE SYMPTOM SUCH AS COUGHING, SORE THROAT AND FATIGUE**
- **SHORTNESS OF BREATH**

While in the majority of cases, people have fully recovered from COVID-19, it is still very important to take steps to prevent the further spread of the virus.

The remainder of this policy details steps that Platinum Electrical & Air is taking to mitigate the spread of COVID-19 in the workplace in order to keep our employees and customers safe.

This is all very important information, so please read through this document carefully.

3. TRAVEL & EVENT ARRANGEMENTS

3.1 Work Related Travel

All work-related air travel must be approved by both Directors and must be of an essential nature. Platinum Electrical & Air maintains the right to cancel or suspend any form of travel at any time. If you have scheduled work related travel, please speak with the Executive Team to confirm whether any changes need to be made to your travel arrangements. The remainder of this section deals with non-work related travel.

3.2 Travel Restrictions & Self-Isolation Procedures

There are some countries where the risk of contracting COVID-19 is higher than others. At the time of this policy, countries where people are at a higher risk of contracting the Novel Coronavirus currently include Mainland China, Republic of Korea, Iran and Italy (**High Risk Countries**). Countries where there is a moderate risk of contracting the Novel Coronavirus currently include Cambodia, Indonesia, Japan, Singapore and Thailand (**Moderate Risk Countries**). These lists are subject to change at any time in accordance with information published by the World Health Organisation and the Australian Department of Health.

Please click here to access travel restrictions:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#travellers-and-visitors>



The Australian Government can mandate that persons entering/returning to Australia from Higher Risk Countries must self-isolate for a prescribed period of time (**Government Mandated Self-Isolation**).

Note: You do not need to have COVID-19 or be sick for Government mandated Self-Isolation to apply.

Platinum Electrical & Air may also require employees to self-isolate under this policy as a precautionary measure to minimise the risk of the spread of COVID-19 within the Company (**Company Initiated Self-Isolation**).

Government Mandated Self-Isolation

At the time of this policy, the Government has mandated that any person who has travelled (including in transit) to Mainland China, Republic of Korea and Iran, Italy must self-isolate for a period of 14 days after leaving the relevant country of risk.

If a Platinum Electrical & Air employee is required to submit to any period of Government Mandated Self-Isolation, the employee will not be able to attend the workplace and must self-isolate for a period of 14 days after leaving the country of risk. During any Government Mandated Self-Isolation, an employee:

- must not attend the workplace for any reason;
- must not attend any Platinum Electrical & Air sites; and/or
- must not have any physical contact with any other Platinum Electrical & Air employees (where this is impracticable, for example due to shared living arrangements, please contact HR (Ryan Hardiker or Catey Podosky) for further advice, via email or telephone:

Ryan Hardiker (Director) – ryan.hardiker@platinumelectrical.net or 0412 482 612

Catey Podosky (Office/HR Manager) – catey.podosky@platinumelectrical.net or 0434 424 585

If an employee is required to submit to Government Mandated Self-Isolation, then the employee must immediately contact their Direct Manager **AND** HR via email to advise of the restriction and confirm their return date.

When it is safe for the employee to return to work following any Government Mandated Self-Isolation, the employee must provide a medical certificate from a medical practitioner, certifying that the employee is fit to return to work. The medical certificate should not be given any earlier than 48 hours prior to the expected return date and must be provided to the employee's Direct Manager before the employee returns to work. The Direct Manager must then provide a copy of the medical certificate to the HR Team (Ryan & Catey) via email.

Pay and Entitlements during Government Mandated Self-Isolation

Where practicable, when an employee is fit to perform work, the employee may be required to perform work remotely during any period of Government Mandated Self-Isolation. If this circumstance arises, employees will receive their normal pay when performing work remotely. Where an employee cannot reasonably perform work remotely (e.g. an Electrical Worker, AC Technician, Security Technician, etc), full-time employees may apply to take Annual Leave on the proviso that they have enough leave accrued. Once accrued leave reaches a zero balance, the employee will be required to take Unpaid Leave.

Full-time employees would also be eligible to access paid personal/sick leave if they become ill or are required to provide care/support to a member of their household who has become ill during Government Mandated Self-Isolation and a medical certificate would be required. Casual employees will not be entitled to any payments during Government Mandated Self-Isolation.

Company Initiated Self-Isolation

As a precautionary measure, Platinum Electrical & Air may require employees returning from travel to High Risk Countries (not already subject to Government Mandated Self Isolation) and Moderate Risk Countries to self-isolate for a period of 14 days after leaving the relevant country of risk.

During any Company Initiated Self-Isolation, an employee will not be permitted to return to work and must self-isolate for a period of 14 days after leaving the relevant country of risk. This means that the employee:

- must not attend the workplace for any reason;
- must not attend any Platinum Electrical & Air sites; and/or
- must not have any contact with any other Platinum Electrical & Air employees (where this is impracticable, for example due to shared living arrangements, please speak with your Direct Manager and the HR Team (Ryan or Catey) via email.

When it is safe for the employee to return to work following any Company Initiated Self-Isolation, the employee must provide a medical certificate from a medical practitioner certifying that the employee is fit to return to work. The medical certificate should not be given any earlier than 48 hours prior to the expected return date and must be provided to the employee's Direct Manager before the employee returns to work. The Direct Manager must then provide a copy of the medical certificate to the HR Team (Ryan and Catey) via email.



- To be clear, an employee does not need to be ill or be displaying symptoms of the Novel Coronavirus in order to be required to submit to Company Initiated Self-Isolation.
- Any employee with pre-approved plans to travel (prior to the implementation of this policy) to a High Risk Country or Moderate Risk Country in the next three (3) months must inform their Direct Manager and HR Team (Ryan and Catey) of their plans via email. They will also be required to confirm the last day that they will be in a High Risk or Moderate Risk Country.

Pay and entitlements during Company Initiated Self-Isolation

Where an employee has returned from leave and is fit, willing and able to perform work remotely during a period of Company Initiated Self-Isolation, Platinum Electrical & Air may direct the employee to work remotely. In these circumstances, the employee will be entitled to be paid as normal for performing work.

Where a full-time employee has returned from leave and is willing and able to perform work, but cannot reasonably perform work remotely, the employee will not be required to perform work but will continue to be paid as normal during the period of Company Initiated Self-Isolation. However, if a full-time employee becomes ill during any period of Company Initiated Self-Isolation, they will be required to access their paid personal/sick leave entitlement in respect of any period during which they were unfit. If an employee does not have sufficient accrual of paid personal/sick leave, they will be on unpaid leave for the period during which they were unfit to perform work.

Where a casual has returned from leave and is willing and able to perform work, but cannot reasonably perform work remotely, a casual employee will not be paid during any period of Company Initiated Self-Isolation.

3.3 Annual Leave Requests

Annual leave requests made on or after the date of this policy will be carefully reviewed. Employees will be asked to declare whether they propose to visit a High Risk Country or Moderate Risk Country during the period of leave.

The approval of leave requests involving travel to a High Risk Country or a Moderate Risk Country may be conditional on the employee agreeing to self-isolate for a period of 14 days after they leave the Country of risk. In these circumstances, the employee will need to factor in any agreed self-isolation into any leave request. This may include applying for additional leave or leave without pay.

4. SICK EMPLOYEES OR EMPLOYEES WHO MAY HAVE BEEN EXPOSED TO THE NOVEL CORONAVIRUS (COVID-19)

This section of the policy sets out the procedure for what must happen if a Platinum Electrical & Air employee:

- is diagnosed as having COVID-19;
- is ill and showing a number of symptoms of COVID-19; or
- has had close contact with a person (including a family member, friend, housemate, or another colleague) with COVID-19 or a person suspected of having COVID-19.

STEP 1: Notification Phase

An employee must not attend work and immediately notify their Direct Manager (via phone and email) and the HR Team (Ryan & Catey) via email, if they:

- have, or suspect they have COVID-19; or
- have come into contact with a person diagnosed with COVID-19 or a person suspected of having COVID-19.

Upon notification, the employee will be asked by their Director Manager to answer the questions set out in **Schedule A**.

Based on the answers to these questions, the Direct Manager must do the following:

1. Contact the General Manager and the HR Team (Ryan & Catey) to advise them of the notification and to share the employee's answers to the questions in Schedule A and any advice received from a health professional (GP) or Department of Health;
2. Where reasonable, require the employee who made the notification to self-isolate in accordance with Step 2 of this procedure; and
3. Contact a health professional (GP) or Department of Health (if deemed necessary) to seek advice about the appropriate next steps;
4. Where reasonable, and in consultation with the General Manager and HR Team (Ryan & Catey), require other Platinum Electrical & Air employees (who may have been in close contact with the first employee) to self-isolate under Step 2 of this procedure.

Note: Please refer to Step 2 of this procedure for more information about confirmed cases of COVID-19.



Voluntarily Self-Isolation

Notwithstanding anything in this policy, an employee may request to voluntarily self-isolate in circumstances where they:

- have or suspect they have, COVID-19; or
- are at an increased risk of contracting COVID-19 because they have had close contact with a person who has, or suspects they have COVID-19.

An employee must make their request in writing to the General Manager, their Direct Manager and the HR Team (Ryan & Catey) via email.

At the time of making the request, the employee must disclose the reasons for the request and the proposed length of self-isolation. The Direct Manager must not unreasonably refuse a request for voluntary self-isolation.

Pay and entitlements during Voluntary Self-Isolation

Where a full-time employee voluntarily self-isolates, they will not be paid unless they apply to take accrued annual leave. Where, during voluntary self-isolation, a full-time employee becomes ill or is required to provide care or support to an immediate family member, or a member of the employee's household, the employee may access their accrued personal/sick leave entitlement for the period during which they are unfit or providing care/support.

Casual employees will not be paid for any period of voluntarily self-isolation.

STEP 2: Self-Isolation and Testing

If Platinum Electrical & Air is satisfied that an employee has or may have Covid-19 or, the employee has been in close contact with someone who has, or may have COVID-19, then Platinum Electrical & Air may direct the employee:

- not to attend for work and to self-isolate for a period of up to 14 days from the day they are directed to self-isolate;
- not to have any contact with any other Platinum Electrical & Air employee during the self-isolation period; and



- not to return to work after the self-isolation period without a medical certificate declaring that the employee is fit to attend to work.

Platinum Electrical & Air may reduce the length that an employee needs to self-isolate under this procedure where the employee is not displaying any symptoms of COVID-19 and:

- where the employee is the carrier/suspected carrier of COVID-19, the employee returns a negative test result;
- where the employee is not the carrier/suspected carrier of COVID-19, the suspected carrier of the virus returns a negative test result; or
- further investigation, including with the assistance of the Department of Health, demonstrate that there is a low risk that the employee has been exposed to COVID-19.

Pay and entitlements during Company Directed Self-Isolation (this does not include voluntary self-isolation)

Where an employee is willing and able to perform work remotely during a period of self-isolation, Platinum Electrical & Air may direct the employee to work remotely. In these circumstances, the employee will be entitled to be paid as normal for the performance of work.

Where a full-time employee is willing and able to perform work, but cannot reasonably perform work remotely, the employee will not be required to perform work but will continue to be paid as normal during any period of self-isolation.

Where, during self-isolation, the employee becomes ill or is required to provide care or support to an immediate family member, or a member of the employee's household, the employee will be required to access their accrued personal/sick leave entitlement for the period during which they are unfit or providing care/support.

Where a casual is willing and able to perform work, but cannot reasonably perform work remotely, a casual employee will not be paid during any period of self-isolation.

Confirmed cases of the Novel Coronavirus (Covid-19)

Where it is confirmed that an employee/customer has COVID-19, the Directors and Management Team will provide further instructions and look to implement the Company's **Disaster Recovery Plan**.



STEP 3: Return to Work Following Self-Isolation

This step applies to any employee who has been directed to self-isolate under Step 2 of this procedure.

When it is safe for the employee to return to work following a period of self-isolation, the employee must provide a medical certificate from a medical practitioner certifying that the employee is fit to return to work. The medical certificate should not be given any earlier than 48 hours prior to the expected return date and must be provided to the employee's Direct Manager before the employee returns to work. The Direct Manager must then provide a copy of the medical certificate to the General Manager and the HR Team (Ryan & Catey) via email.

5. CLARIFICATION ABOUT PERSONAL/SICK LEAVE ENTITLEMENTS

Nothing in this policy, affects an employee's entitlement to paid personal/sick leave and unpaid carer's leave under the Fair Work Act 2009 (Cth) (FW Act).

Paid Personal/Sick Leave for Full-Time Employees

To confirm, under the FW Act, a full-time employee is entitled to accrue up to 10 days of paid personal/sick leave per annum. The entitlement accrues progressively during each year of service and carries over from year to year.

A full-time employee may take personal/sick leave where:

- the employee is not fit for work because of a personal illness (e.g. Novel Coronavirus), or injury affecting the employee (i.e. personal leave); or
- to provide care or support to a member of the employee's immediate family, or a member of their household, who requires care or support because the member is ill (e.g. with Novel Coronavirus) or there has been an unexpected emergency affecting that member (i.e. carer's leave).

Unpaid Carer's Leave

Casual employees, and full-time employee's (who have exhausted their paid personal carer's leave entitlement) are entitled to two days of unpaid carer's leave for each occasion that a member of the employee's immediate family, or householder member, requires care or support because the member is ill (e.g. with Novel Coronavirus) or there has been an unexpected emergency affecting that member (i.e. carer's leave).



Notice and Evidence Requirements

Where an employee takes paid personal/sick leave or unpaid carer's leave, they must notify their Direct Manager and inform them of the period, or expected period, of the leave. Further, employees may be required to produce evidence to their Direct Manager, which would reasonably satisfy Platinum Electrical & Air that the employee was entitled to take this form of leave (e.g. a medical certificate). All such evidence must be shared by the Direct Manager with the HR Team (Ryan & Catey) via email.

6. EMPLOYEES WITH IMMUNOSUPPRESSION

Employees who suffer from conditions, which result in a suppressed or compromised immune system, are strongly encouraged to seek advice from their treating doctor about the risk of the Novel Coronavirus and what steps they should be taking to protect themselves, including in the workplace.

Employees are encouraged to speak with their Direct Manager or the HR Team (Ryan & Catey) via email or over the phone about their working arrangements if they believe they require special modifications or if they feel unsafe. Platinum Electrical & Air is willing to work with any employees to implement temporary working arrangements or periods of self-isolation to ensure employees are not exposed to significant risk.

7. PERSONAL HYGIENE PROCEDURES

Hygiene is one of the best preventatives against the spread of viruses, including COVID-19. Platinum Electrical & Air is working closely with its chemical suppliers to increase stocks of additional bottles of hand sanitisers/alcohol-based hand rub. Employees are encouraged to use these frequently while at work.

In addition to the use of these sanitisers, employees must also follow these hygiene procedures:

Washing hands: Employees must wash their hands before and at the end of every shift. Hands must be washed for at least 30 seconds using soap and water. Hands must be dried well. Employees should also wash their hands:

- after coughing and/or sneezing;
- before eating;
- after toilet use;
- when hands are visibly dirty; and/or
- being in close contact with a customer or coming into contact with a person displaying any symptoms of the Novel Coronavirus.



Covering nose and mouth: Employees must cover their nose and mouth when sneezing or coughing. Employees are encouraged to use one-time tissues for this purpose. Employees should also immediately wash their hands after coughing or sneezing.

Stay home when sick: If employees begin to feel unwell, they must not attend work unless they have obtained medical clearance from a medical practitioner.

Personal protective equipment: Employees wishing to wear personal protective equipment in the form of a face mask or disposal gloves may do so. Employees may particularly wish to use such equipment when working in residential homes or retail tenancies or whilst working around people who may be showing symptoms of COVID-19. Platinum Electrical & Air is working closely with its suppliers to ensure these items become readily available to all employees as soon as practically possible.

Temporarily ban non-essential visitors from the office: This includes personal visitors and non-essential business visits from suppliers and salespeople.

DO NOT ALLOW UBER EATS, DELIVEROO OR MENULOG DRIVERS INTO THE PROPERTY.

Don't Use Air Conditioning in the Car: If you are traveling with a fellow Platinum employee in a motor vehicle, wind your window down and let fresh air through the car.

Socially Distance Yourself: Refrain from having non-essential meetings or gatherings and keep at least 1.5 metres away from others whenever you can possibly help it. Try having a meeting outside and keep your distance from one another.

8. WHAT TO DO IF A CUSTOMER IS UNWELL

This section of the policy sets out the procedure for what must happen if an employee reasonably suspects that a customer may have, or may be displaying symptoms of COVID-19.

In implementing this procedure, it is important for all employees to understand that it is unlawful for Platinum Electrical & Air or any of our employees to discriminate against a customer because they have a disability (illness).

There are very limited circumstances where it may be lawful to discriminate against someone because of an illness. This includes where a person is suffering from an infectious disease and the discrimination is reasonably necessary to protect public health. This is a very high bar, and carries risk. The decision to discriminate against a customer (including by refusing to perform works) in these circumstances must not be exercised by anyone other than their Direct Manager, in consultation with the General Manager.

STEP 1: Observe and Assess

In this step, the employee will sensibly observe the customer and make note of any symptoms they are displaying of COVID-19. The employee might look to see if the customer is or has been, using tissues or taking Panadol etc. The employee should make note of whether the customer is too close in proximity to your area/s of work and if you feel you cannot socially distance yourself from them.

Please notify your Direct Manager if you are concerned.

STEP 2: Notify the Direct Manager

In this step, the employee will share their observations about the customer with their Direct Manager. Together, they make a decision about whether they believe there is a sufficient reason to believe that the customer poses a risk to Platinum Electrical & Air Employees or not.

The Direct Manager may politely enquire about how the customer is over the telephone and politely observe that they do not sound well e.g. "Hello sir/mam, are you having a good day? If you do not mind me saying, you are sounding a bit under the weather. Have you been feeling ok this morning/afternoon?" This should be done in a way that makes the customer feel like the employee is showing genuine interest and concern.

The purposes of this conversation is to gather information relevant to whether the customer poses a genuine risk. Employees should take particular note if a customer says that they:

- are feeling very unwell and can't seem to stop coughing;
- feeling hot and clammy;
- have recently travelled overseas;
- have been tested for COVID-19 and is waiting for test results;
- have recently been in close contact with someone with COVID-19;
- have been asked by their employer or the Government to self-isolate; and/or
- are not at work because their place of work has been closed as a result of COVID-19.

After taking the above steps, the Direct Manager must then make an assessment as to whether they believe the customer poses a genuine risk to the safety of Platinum Electrical & Air's employee/s. If so, they should move to Step 3.



STEP 3: Consultation and Outcome

In this step, the Direct Manager must make a decision about what to do with the Customer.

There are likely to be three options:

- the Direct Manager may instruct the employees to proceed with the works but direct employees to take extra precautions whilst around the customer e.g. wear gloves, continually wash hands or wear a mask;
- the Direct Manager may advise the employees to proceed with the works and in addition to requiring employees to take extra precautions, ask the customer to move to a location within the property, store, outlet, etc which is reasonably set apart from where our employees are required to work; or
- if the Direct Manager knows or strongly believes that a customer has COVID-19 and forms the view that it is reasonably necessary, advise the customer of your concerns and ask the employees to politely postpone the works in order to protect the health of our employees.

9. EMPLOYEE ARRANGEMENTS & FUTURE PLANNING

Platinum Electrical & Air values its employees greatly and in addition to taking steps to ensure their safety in these unusual times, Platinum Electrical & Air is also proactively planning for the instance that this situation worsens. This is to ensure it is on the front foot and prepared for unforeseen changes to operations. As part of this planning, Platinum Electrical & Air is looking at initiatives to mitigate challenges and help employees maintain consistent employment. Some of these initiatives as set out below.

Working from home arrangements: Where practicable, Platinum Electrical & Air will support employees to work remotely in circumstances where they are fit to perform work but, are otherwise unable to attend the workplace. Please refer to the Working from Home Policy (Schedule B).

Team Transfer Arrangements: In the instance that all or a part of a department is closed for various reasons (e.g. schools closing, shopping centres close down, etc), where practicable, the Company will attempt to transfer employees of the affected department to another department.

Cross Training/Upskilling: Platinum Electrical & Air will continue to invest in learning and development opportunities to enable employees to learn new skills to increase their access to opportunities.



During these uncertain times, Platinum Electrical & Air will endeavour to give employees as much notice as is reasonably practicable of the temporarily closure of part or all of any particular department.

10. CONFIDENTIALITY

Employees are required to keep all aspects of this policy, including any matters relating to this policy, strictly confidential. This includes any details relating to any self-isolation required under this policy.

11. BREACH OF THIS POLICY

This policy does not form part of any employee's Employment Agreement and is not intended to give rise to contractual obligations. However, a breach of an employee's obligations under this policy may result in disciplinary action, including termination of employment. Platinum Electrical & Air reserves the right to vary or amend this policy at any time.

12. ADDITIONAL INFORMATION

For more information about this policy, please speak with your Direct Manager or contact:

Ryan Hardiker (Director) on 0412 482 612 or ryan.hardiker@platinumelectrical.net OR
Catey Podosky (Office/HR Manager) on 0434 424 585 or catey.podosky@platinumelectrical.net

SCHEDULE "A"

Questions for Employees to Assess Risk

Employee has, or suspects they have, the Novel Coronavirus

- Do you have any idea about when or how you may have contracted the virus?
- When did you start displaying symptoms?
- ***If already tested*** - when do you expect to receive the results of your test?
- ***If not already tested*** - are you going to be tested? If so when?
- Which Platinum sites have you visited/worked at in the last 14 days?
- Which Platinum employees have you had contact with in the last 14 days?
- Have you been in recent contact with a Platinum employee?

Employee has had close contact with a person with, or suspected to have the Novel Coronavirus

- When did you come into contact with the person suspected of having the virus?
- Are you displaying any symptoms of the Novel Coronavirus?
- If so, when did you begin to display these symptoms?
- Is the person with/suspected of having, the virus a Platinum employee? If so, who is this person?
- How much contact have you had with the person with the virus?
- Is the person suspected of having the virus going to be tested or have they been tested?
- Which Platinum sites have you visited/worked at since you came into contact with the person suspected of having the virus?
- Which Platinum employees have you had contact with since coming into contact with the person suspected of having the virus?
- Are you aware of any other Platinum employee coming into contact with the person suspected of having the virus?



SCHEDULE "B"

Working From Home Policy (Remote Based Working)

From time to time, Platinum Electrical & Air employees may be required to work from home to complete aspects of their role. This policy outlines both employee and employer requirements.

1. Coverage

This policy only applies to Platinum Electrical & Air employees who have an assigned Full Simpro Licence & Office 365 Account and have been issued a company owned device capable of working from a remote location. This policy does not include personal devices at home or personal laptops.

2. Requirements for remote based work site

In accordance with the Platinum Electrical & Air Health Policy, it is important that;

- The remote based work site is a safe area to work;
- The employee tasks undertaken in the remote based work site are safe;
- Staff working from remote based work site are provided with appropriate training to enable them to perform their work safely; and;
- All incidents and hazards are adequately controlled.

3. How to request remote working

To request remote working, you will need to speak with your Direct Manager unless directed by Platinum Electrical & Air as per this Health Policy. All staff will need to confirm with the ICT Manager (Bakir) that your company issued equipment is configured correctly, and training is provided.

4. Platinum Electrical & Air directed remote working

At the discretion of the Executive Management Team, you may be requested to work from a remote site (e.g. from home) at short, or no notice. It is a requirement that during a time specified by Platinum Electrical & Air that you take your "Tools of the Trade" home with you at night. Tools of trade include your Platinum issued Laptop, iPad and/or iPhone and an updated contact list including your Direct Managers' and colleagues' details.



5. Employee responsibilities whilst remote working

Staff approved for remote working must;

- Adhere to all Platinum Electrical & Air Policies and Procedures; and
- Take reasonable precautions necessary to secure Platinum owned equipment that has been provided.

6. Managers responsibilities whilst employees are remote working

- Continually work with the employee to ensure work requirements and agreed performance is constantly met.
- Monitor and review the remote working arrangements on a regular basis with the employee.

7. Remote Work based site equipment setup

Platinum Electrical & Air will not provide additional hardware for staff to work from a remote site. This includes monitors, keyboard or mouse.

It is the responsibility of the employee to have this equipment available should they choose to use. Platinum Electrical & Air will not reimburse any staff member for the purchase of equipment that has been purchased for your own remote working location.

8. Platinum Electrical & Air Systems

When you are working from home, and connected to the Platinum Electrical & Air Office 365 Account, all the normal folders will be accessible and SimPRO, SimTRAC and MYOB may be used on your company device/s, along with any other web based operating systems.

9. Security

Security is always extremely important, but especially when working from a remote location (home). Passwords should never be written down and your laptop should never be shared with anyone (internally or externally). When you have finished work, close down and lock your devices to maximise security.

If you suspect that your security has been breached, immediately contact Bakir Mohammad on 0403 597 679 to discuss.

Employees are required to lock their Platinum issued devices away in a secure, non-descript location. Do not leave your Platinum issued device under a window or on a desk during the night, or while you are out of the house (e.g. weekends).