

ENVIRONMENTAL POLICY

PURPOSE

The Green Clean Team (GCT) recognises the importance of protecting the environment for the benefit of our clients, employees, stakeholders and the community and future generations. Our commitment is to minimise or eliminate pollution and other damage to the environment caused by our maintenance services and cleaning products.

POLICY

This is achieved through:

- Complying with statutory requirements, codes, standards including ISO14001:2015 and guidelines
- Setting up objectives and targets with the aim of eliminating work related environmental incidents in relation to our service and products
- Defining roles and responsibilities for environmental management

Strategies will include:

- Continually improving our environmental performance by regular reviews and setting realistic, measurable environmental objectives and targets
- Monitor progress toward achieving our OH&S objectives and manage non-conformities through the use of the NCI Register and monitoring progress of specific plans. Improvement reviews will take place at least quarterly to review all actions and initiate further preventative actions as necessary
- Monitoring industry trends and advances in cleaning chemicals that will allow us to reduce our environmental impacts
- Complying with all relevant environmental legislation, regulations, codes of practice and contractual conditions
- Preventing or minimising pollution of the environment from activities over which we have control
- Conducting business with suppliers who also have a commitment to responsible environmental management
- Conserving biological diversity and ecological integrity
- Using the real cost of environmental factors in project decisions
- Providing training and education to employees and contractors
- Maximising the recycling of resources

All employees are authorised and expected to stop work and immediately notify their Supervisor if a task is likely to create a significant environmental impact.

To achieve our Policy goals, we will plan and manage our activities in accordance with best practice environmental management principals. This includes achieving an equitable balance between environmental, social and economic considerations.

REVIEW CYCLE

This Policy was last updated in November 2021 and is scheduled for review in November 2022.

EQUAL OPPORTUNITY POLICY

PURPOSE

The Green Clean Team (GCT) supports equal opportunity in employment and service delivery, and is committed to complying with the intent of legislation through antidiscrimination laws. We support the belief that all employees must be treated with respect, fairness and provided natural justice.

Our company values and respects the diversity of its workforce and aim to provide an environment that encourages job satisfaction whilst encouraging the potential of everyone. GCT aims to foster a culture that is free of unlawful discrimination, harassment or bullying, where all employees are treated with dignity, courtesy and respect.

POLICY

The Green Clean Team will:

- Seek to recruit and appoint the most competent person for the job
- Assessment shall include skills, qualifications, competencies, abilities, prior work performance and motivation
- Treat employees on the basis of merit rather than on the basis of irrelevant characteristics such as race, age, size, sex, or other physical attributes
- Provide a workplace for employees and sub-contractors that is free of harassment and discrimination
- Treat complaints of harassment or discrimination seriously, confidentially, impartially and in a timely manner
- Ensure due process is followed in the management and resolution of any complaint

REVIEW CYCLE

This Policy was last updated in November 2021 and is scheduled for review in November 2022.

OHS POLICY

PURPOSE

The Green Clean Team (GCT) is committed to the health and safety of all employees and others including the general public that may be affected by our work activities. No job is so important that they can't be completed in a safe manner. This includes the elimination of workplace injury and illness by complying with OH&S legislation, health department requirements, demonstrating due diligence and the application of best practice strategies for the cleaning industry.

POLICY

This is achieved through:

- Complying with statutory requirements, codes, standards including ISO45001:2018 and guidelines
- Setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services
- Monitoring government safety requirements, alerts and notifications associated with pandemics
- Defining roles and responsibilities for occupational health, safety and environment

Strategies will include:

- Continuously improve the effectiveness of the Safety Management System
- We will set measurable, realistic and achievable quality objectives which are reviewed at least annually
- Monitor progress toward achieving our OH&S objectives and manage non-conformities through the use of the NCI Register and monitoring progress of specific plans. Improvement reviews will take place at least quarterly to review all actions and initiate further preventative actions as necessary
- Ensuring occupational health and safety management principles are included in all organisational planning activities
- Providing ongoing education and training to all of our employees
- Consulting with employees and other parties to improve decision making on occupational health and safety matters
- Ensuring incidents are investigated and lessons are learnt within the organisation and providing an emergency response program
- Providing enough resources to ensure occupational health, safety and environment is a central part of the organisation
- Ensuring effective injury management and rehabilitation is provided to all employees
- Provision of adequate facilities for the welfare of employees

Roles and Responsibilities

Management and Supervisors

Management and Supervisors have the responsibility for implementing this and other Policies as an integral part of their accountabilities. They may delegate their OH&S duties and activities, but not abdicate their responsibilities.

Employees

Employees have an obligation to take reasonable care of the health and safety of themselves and others, and to cooperate and comply with reasonable Policy, procedures and instructions.

REVIEW CYCLE

The Occupational Health and Safety Policy shall be reviewed at least annually in consultation with employees.

This Policy was last updated in November 2021 and is scheduled for review in November 2022.

BULLYING AND OCCUPATIONAL VIOLENCE POLICY

PURPOSE

Workplace bullying and violence are unacceptable behaviours at The Green Clean Team (GCT). GCT is committed to providing a safe and respectful environment where bullying and occupational violence will not be tolerated.

In Australia, occupational behaviour which can be classified as either bullying or violence is against the law. A breach of this policy may initiate appropriate action as outlined in the Disciplinary Procedure or part thereof.

GCT is committed to taking all practicable steps to ensure bullying and occupational violence does not occur in its workplaces, or that employees are not subject to such experiences when representing the company at job sites.

POLICY

Definitions

In the workplace, bullying is considered to be repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

No single incident of workplace bullying will be condoned or ignored as it could lead to repeated bullying behaviour.

Occupational violence is considered to be any incident where an employee is physically attacked or threatened in the workplace (either our workplace or a client's workplace), whether by a co-worker, manager, subcontractor or client.

Occupational violence is considered to be both a physical attack and a threat of attack by menacing behaviour or verbal intimidation.

Authorities and Responsibilities

Responsibility for implementation of this policy lies with the Supervisor or most senior person at each workplace or area.

Issues relating to this policy should be referred to your Supervisor. OH&S issue resolution procedure applies to this policy.

What Is Considered Bullying?

The following behaviour is bullying:

- Verbal abuse
- Excluding or isolating employees
- Psychological harassment
- Assigning meaningless tasks unrelated to the job
- Giving employees impossible assignments
- Deliberately changing work rosters to inconvenience particular employees
- Deliberately withholding information that is vital for effective work performance

What Is Considered Violent Behaviour?

The following behaviour is violent:

- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- Throwing objects
- Attacking with knives, guns, clubs or any other type of weapon
- Pushing, shoving, tripping grabbing

- Any form of indecent physical contact

Physical attack is defined without consideration of the attacker's intent. Therefore, a mentally disabled person who does not have the capacity to have intent to harm, may still attack a person – this is still violence

What Should You do if You Experience Bullying or Violence?

Inform your Supervisor of the incident, providing as many details as possible. If it is not appropriate to inform your Supervisor, refer to the Human Resources and Administration Manager as appropriate.

The Supervisor will follow the issue resolution procedure to deal with this problem, whilst at all times maintaining a level of confidentiality as required by law and according to the request of the individual reporting the incident.

This shall include:

- Getting all the facts and determining that the incident is bullying or violence
- Consulting and communicating with the person/s involved as necessary to resolve the issue to the satisfaction of the person reporting the incident
- Monitoring and following up to ensure no further incidents have occurred
- Determining the need for any additional awareness or training for employees

Should further bullying or violence occur, our company Disciplinary Procedure shall be initiated.

REVIEW CYCLE

This Policy was last updated in November 2021 and is scheduled for review in November 2022.