AMPCONTROL COVIDSAFE WORKPLACE PLAN: AUSTRALIA

> ⚠️ **Update: Version 11**   **Last Updated: 22.10.20**

The COVID-19 outbreak is an ever-evolving global issue and is continually changing. Our approach and guidelines for managing this situation are based on the advice provided by the Government authorities in the countries in which we operate at the time of publication. We will continue to review our approach and update employees here when changes are made.

At time of publication, we can confirm that we have five (5) employees currently diagnosed with COVID-19 across our global operations, all of which are based in the United Kingdom.

WHAT WE'RE DOING

The health and safety of our people is our number one priority. We are obliged to provide a safe environment for our people, customers, and visitors, and to ensure our business continues.

We will continue to monitor and apply the advice from the World Health Organization (WHO) and the respective Government authorities in all the countries in which we operate around the world, and will evaluate business decisions in these fast-changing circumstances.

We have an approach and guidelines to proactively managing risk to Ampcontrol, its customers, and our employees. A COVID-19 response team has been established and will meet with the Senior Leadership Team daily to review the situation, our approach and action plans to respond to the rapidly evolving global issue.

We are working on the day-to-day business matters, as well as larger risk management plans including financial impacts, business continuity, and remote and flexible working arrangements.

We will communicate with our employees and customers regularly as the situation evolves, particularly concerning any changes to our approach. A dedicated update portal has been set up on Amplify so that all employees have access to the latest information, approach and resources CLICK HERE. Please continue to check this site regularly.

WHAT YOU CAN DO

As individuals, we all have a responsibility and duty of care when it comes to the health and safety of ourselves and others. Containing the spread of infection like COVID-19 comes down to every single person playing their part by looking after their hygiene, looking out for each other, and staying informed.

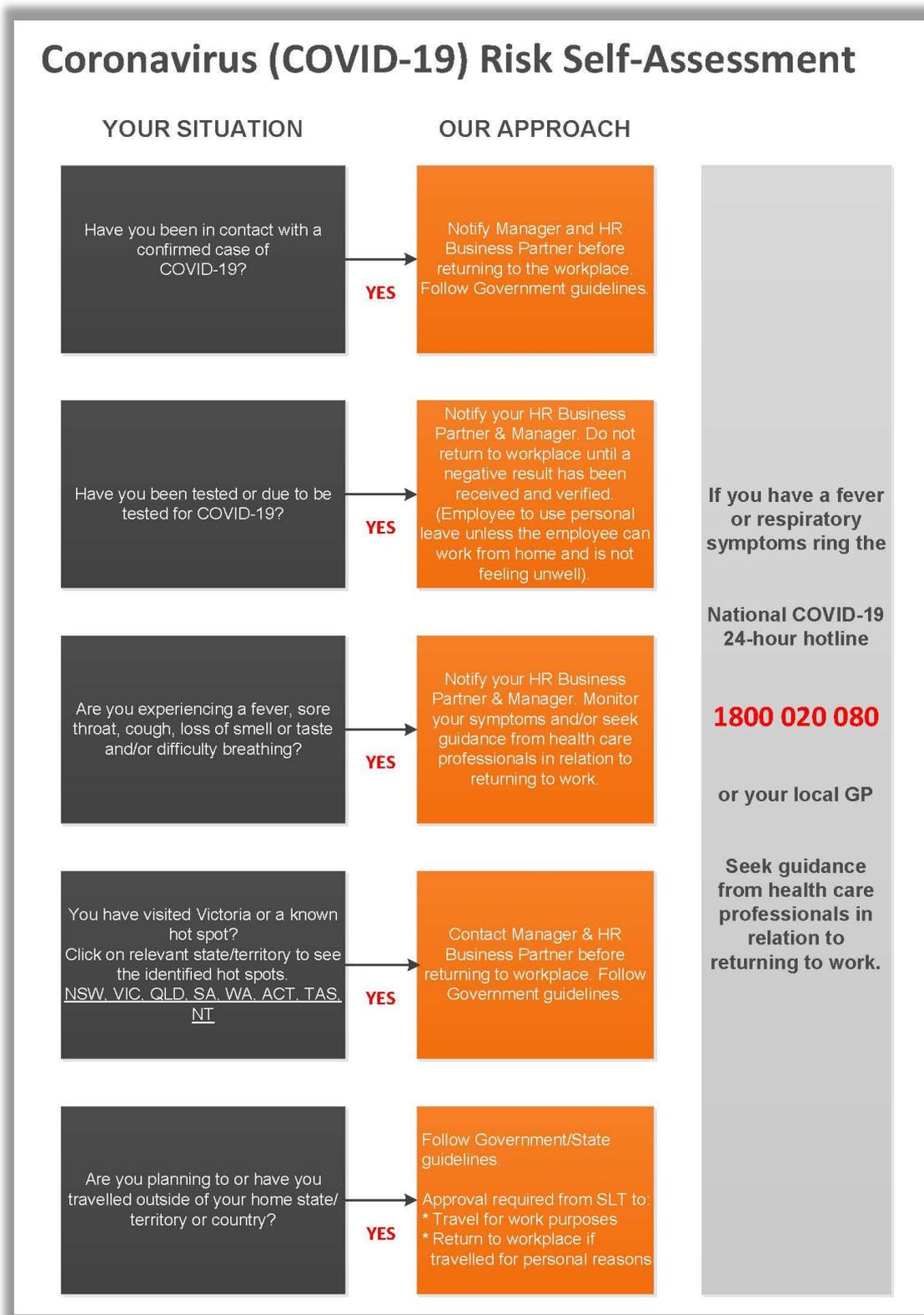The best defence against most viruses, including COVID-19, is practicing good hygiene.

- **Wash** your hands frequently with soap and water
- **Cover** your cough/sneeze and dispose of tissues
- **Avoid** contact with others if you are feeling unwell
- **Practice** social distancing (e.g. not shaking hands or holding gatherings in small spaces)

Version No: 11	Doc No: / Name:	Ampcontrol COVIDSafe Workplace Plan: Australia		
Status: Approved 22.10.20	Author / SME Prepared by:	Group Manager - Communication	Approval by Process Owner:	CEO
Refer to Amplify for latest version				Page 1 of 6

OUR APPROACH TO PROACTIVELY MANAGING RISK TO OUR PEOPLE, CUSTOMERS AND BUSINESS

The following COVID-19 Risk Self-Assessment Flowchart outlines the management approach to be applied when considering those employees or visitors who are at risk of exposure to COVID-19.

UPDATE [24.07.20]: Our approach for considering those employees who are at risk of exposure of COVID-19 has been adapted to manage the change in risk profile across Australia. With risk becoming far more location-based and community transmitted, the following management approach is to be applied as of Friday 24 July 2020. The COVID-19 Self-Assessment Flowchart can also be found on Amplify.

Coronavirus (COVID-19) Risk Self-Assessment

YOUR SITUATION		OUR APPROACH	
Have you been in contact with a confirmed case of COVID-19?	**YES** →	Notify Manager and HR Business Partner before returning to the workplace. Follow Government guidelines.	**If you have a fever or respiratory symptoms ring the**
Have you been tested or due to be tested for COVID-19?	**YES** →	Notify your HR Business Partner & Manager. Do not return to workplace until a negative result has been received and verified. (Employee to use personal leave unless the employee can work from home and is not feeling unwell).	**National COVID-19 24-hour hotline**
Are you experiencing a fever, sore throat, cough, loss of smell or taste and/or difficulty breathing?	**YES** →	Notify your HR Business Partner & Manager. Monitor your symptoms and/or seek guidance from health care professionals in relation to returning to work.	**1800 020 080** **or your local GP**
You have visited Victoria or a known hot spot? Click on relevant state/territory to see the identified hot spots. NSW, VIC, QLD, SA, WA, ACT, TAS, NT	**YES** →	Contact Manager & HR Business Partner before returning to workplace. Follow Government guidelines.	**Seek guidance from health care professionals in relation to returning to work.**
Are you planning to or have you travelled outside of your home state/territory or country?	**YES** →	Follow Government/State guidelines. Approval required from SLT to: * Travel for work purposes * Return to workplace if travelled for personal reasons	

OUR SAFETY MEASURES & CONTROLS TO MINIMISE RISK TO OUR PEOPLE, CUSTOMERS AND BUSINESS

1. **COVIDSafe Plan For Workplace**
   As per Government advice in accordance with Australian Roadmap to COVIDSafe Australia, our COVIDSafe Plan For Workplace has been provided to all employees and will be updated and reissued as directions are made by Government Health authorities.

   UPDATE [24.07.20]: Ampcontrol COVIDSafe Workplace Plan employee infographic has been updated for July 2020 and is available on Amplify.

   UPDATE [17.08.20]: Ampcontrol COVIDSafe Workplace Plan employee infographic has been updated for August 2020 and is available on Amplify.

   UPDATE [20.10.20]: Ampcontrol COVIDSafe Workplace Plan employee infographic has been updated for October 2020 and is available on Amplify.

2. **Individual Site Continuity Plans**
   Each site has a COVID-19 Site Continuity Plan with temporary business practices to be implemented to allow for social distancing. The range of social distancing precautionary health measures considered include:

   a. reducing or eliminating physical contact

   b. workplace to be clean at all times

   c. reducing or eliminating workplace gatherings

   d. work arrangements to reduce the number of people working together at one time

   e. limit our people going to customers/supplier sites

   f. vigilance in allowing people to visit Ampcontrol sites

3. **Ampcontrol Business Travel**
   All international and non-essential domestic business travel is suspended until further notice, including travel across borders that are closed by respective State Governments.

   Exception: Travel across closed state borders to support or service essential customer needs will be considered in line with State Government exemption rules. Approval of the employee's respective SLT member must be obtained **before** submitting Government travel permit application and booking/planning travel. Documentation to support Government travel permit applications (i.e. Ampcontrol COVID-19 Essential Services Declaration) can be obtained from HR Business Partners.

   UPDATE [24.07.20]: As of 24 July 2020, travel to-and-from Sydney is to be limited to only those visits that are **absolutely essential** and which cannot be avoided, rescheduled, or altered to a video meeting. All travel to Sydney must be approved by the employee's respective SLT member.

   UPDATE [22.10.20]: As of 22 October 2020, domestic business travel (with the exception of Victoria) can resume in accordance with respective State Government travel advice, border requirements and approval by the employee's respective SLT member. All travel must adhere to the Ampcontrol Travel Procedure PRO-176, in particular, clause 4.1 '*the use of technology is the company's preferred method for all Ampcontrol intercompany and customer meetings where appropriate*'.

4. **Ampcontrol Business Events & Meetings**
   All business events organised by Ampcontrol or attendance at events such as exhibitions, conferences, and customer functions are suspended until further notice.

   UPDATE [22.10.20]: As of 22 October 2020, business events organised by Ampcontrol or attendance at events (with the exception of Victoria) can resume under the condition that the event has a COVIDSafe Plan.

5. **Ampcontrol Gatherings**
   All non-essential indoor gatherings of greater than 100 people (including staff) are not permitted from Wednesday 18 March 2020, as stipulated by the Australian Government. Additional temporary group-wide measures implemented from Monday 23 March 2020 include:

   a. All scheduled work experience, internships, and placements are suspended until further notice

b. All site BBQ gatherings are suspended until further notice

c. All coffee vans and food trucks are suspended until further notice

d. All fitness groups that take place on site are suspended until further notice

UPDATE [19.06.20]: Point a, c, d lifted from 19 June 2020 and may recommence with social distancing measures in place.

UPDATE [21.10.20]: Point b lifted from 22 October 2020 and may recommence under the condition that gatherings conducted are in a COVIDSafe manner, including social distancing and adhering to the limits stipulated for common areas/meeting rooms/outdoor spaces.

6. **Travel Advice/Restriction Impacting Annual Leave**
Where an employee is altering/cancelling personal travel arrangements due to the escalating travel advice, Ampcontrol will support the cancellation/amendment of the approved leave.

7. **Carers Leave**
Ampcontrol will support the approval of 'Carers Leave' in the instance that an employee is required to care for a dependant/s (e.g. child/ren, elderly or incapacitated family members) due to an educational (during a gazetted school term), child care, nursing or hospital facility being closed as a result of precautionary measures.

8. **Special Pandemic Leave**
Ampcontrol will apply the new clauses for eligible Awards that exist within our business to cover the decision by Fair Work Commission (8 April 2020) for COVID-19 pandemic leave (unpaid leave and annual leave at half pay).

9. **Workplace Interactions**
Employees may respond differently to concerns about COVID-19 including social interactions within the workplace. Please remember to be considerate and respectful when interacting with others.

10. **Casual Employees**
Casual employees will have the same management approach as applied as permanent employees.

11. **Workplace Hygiene**
Adequate facilities and products (such as hand sanitiser, soap, and tissues) will be provided to allow employees to maintain good hygiene practices. Increases in regular cleaning have been organised, and disposable gloves will be made available to all employees.

UPDATE [24.07.20]: Face masks will be provided to all employees in high-risk and mandatory locations. The provision of face masks is an additional level of PPE for our workplace and will be made available if employees feel they need them.

12. **Visitors to Site/Workplace**
All visitors to site are to be limited and screened before accessing the workplace. Contracting services for all non-essential work is to be restricted eg. general maintenance, gardening. Workplace Visitor/Supplier Notification poster with screening questions can be found Amplify.

UPDATE [19.06.20]: Visitors to site/workplace restrictions lifted from 19 June 2020 and may resume observing COVID-19 guidelines upon entry and standard sign-in business practice. Contact details must be collected from all visitors before entry is permitted.

UPDATE [24.07.20]: Visitor questionnaires have been updated to reflect the change in risk profile. All entry point SwipedOn iPads have been updated to include new visitor questionnaires and mandatory supply of mobile contact details to trace all visitors (including internal employees visiting other sites).

UPDATE [17.08.20]: All SwipedOn iPads have been updated to include contactless QR code sign-in and mandatory collection of visitor contact details for contact tracing (including internal employees visiting other sites).

13. **Customer Interactions/Response Plan Statements**
If customers/partners request documentation as to our approach to managing and minimising the risk associated with COVID-19 as a stipulation before our employees can work on-site, our COVID-19 Response Plan Statement is found on Amplify. A library of Ampcontrol Customer Response Plans and Statements can also be found on Amplify for reference.

UPDATE [19.08.20]: From 19 August 2020, the latest version of our COVIDSafe Workplace Plans can also be found on our website for the reference of customers/partners if requested.

14. **Ampcontrol Site Personnel Pre-Entry Risk Questionnaire**
For employees who are required to visit customer sites, a pre-entry risk questionnaire is available to assist workers in determining the risk of exposure to COVID-19 while working on other sites. The questionnaire can be found on Amplify.

UPDATE: [17.08.20]: Due to the risk profile in Australia becoming far more location-based and community transmitted, the Site Personnel Pre-Entry Risk Questionnaire have been modified to assist employees to determine the risk of exposure to COVID-19 while working on other sites.

15. **Ampcontrol App COVID-19 Employee Self Risk Assessment Tool**
To complement the other risk-based controls in place, an Ampcontrol App has been developed with a COVID-19 Employee Self Risk Assessment Tool. This self-risk assessment tool will enable employees to take personal responsibility for limiting the spread and exposure to COVID-19 and help keep the workplace COVID-19 free. The use of the Ampcontrol App and COVID-19 Employee Self Risk Assessment Tool is mandatory for all employees until the COVID-19 control measures are lifted. Employees must complete the tool via the Ampcontrol App on a mobile device before the start of each shift and before you enter your place of work each day (including working from home, remotely, or on a customer site). An initial introductory period will commence from Wednesday 15 April, with mandatory use coming into effect from Monday 20 April 2020. Full instructions on how to install the new Ampcontrol App and use the COVID-19 Employee Self Risk Assessment Tool can be found on Amplify.

UPDATE [22.10.20]: As of 22 October 2020, the use of the Ampcontrol App COVID-19 Employee Self Risk Assessment Tool is no longer required and will be suspended. The option will remain to recommence the App if deemed necessary based on community transmission. The App will remain available and operational for any employee who wishes to continue using the device based on their circumstance.

16. **Personal Wellbeing**
Free, confidential support and counselling services are available to employees and their families through our Employee Assistance Program provider, call 1300 687 327. We also have a network of fully trained peer supporters on the ground across all our sites to provide local, personal support to their workmates.

17. **Essential Services Classification**
Ampcontrol is considered an 'essential service' as per Australian Government legislation.

18. **Government Initiative For Free Childcare For Essential Service Employees**
If an employee requires Essential Services Declaration documentation to seek childcare support, as per the Government initiative of free childcare during the COVID-19 pandemic, please contact your HR Business Partner.

19. **Management Approach To An Employee Confirmed With COVID-19 In Our Business**
All Business Unit Managers have been provided with a management process if notification is received that an employee has tested positive to COVID-19. The approach provides the steps for effective management and quick control of the situation to ensure the health and safety of the people within the impacted business unit, and assist in the continuation and recovery of operations at the advice and direction of the state Public Health Unit.

20. **National Workplace Principles**
Ampcontrol will apply the National Cabinet guidelines to help businesses develop work and safety principles to prepare for a normal return to work once restrictions are lifted. The principles include:

    a. All workers have a right to a healthy and safe workplace.

    b. Employers and employees should actively control against coronavirus transmission but prepare plans for an outbreak in the workplace.

    c. Businesses with workplaces in different states and territories should develop a nationally consistent approach to prevent and control coronavirus transmission.

    d. Employees should have a role in control measure development

    e. Safe Work Australia will provide a central hub for coronavirus-related work health and safety policies.

    f. State and territory governments should be the go-to for advice on and enforcement of coronavirus measures.

UPDATE [21.05.20]: As per Government advice in accordance with Australian Roadmap to COVIDSafe Australia, *COVIDSafe Plan For Workplace* has been provided to all employees and will be updated and reissued as further restrictions are eased.

21. Australian Government COVIDSafe App

Ampcontrol supports and encourages all employees to download and use the Australian Government COVIDSafe app released on 26 April 2020 as an additional measure to play your role, keep you safe and slow the spread of COVID-19. The use of the Australian Government COVIDSafe app is voluntary, more information can be found here.

22. Monitoring Hot Spots

Our approach/guidelines for considering those employees who are at risk of exposure of COVID-19 has been adapted to manage the change in risk profile across Australia. With the shift in confirmed cases becoming far more location-based and community transmitted, the COVID Response Team will commence monitoring hot spots in each state/territory and amend our approach/guidelines as required.

23. Questions and concerns

For HR support, contact your HR Business Partner.

Faith Cook	Ben Smith	Belinda Linnane
- Shared Services - Cameron Park Electronics - Austech - Verico Group - Cables NSW - International	- QLD/NT Services - CPS National - QLD Cables - Technology - Research & Development	- BurnBrite - Sales - Solutions & Tendering - Capital Projects & Overhauls - NSW Field Service
Faith.cook@ampcontrolgroup.com Ext: 9548 Mobile: 0427193 018	Ben.smith@ampcontrolgroup.com Ext: 9571 Mobile: 0412 768 208	Belinda.linnane@ampcontrolgroup.com Ext: 9513 Mobile: 0429 661 333

RESOURCES

HEALTH & TRAVEL INFORMATION

- **AUSTRALIAN EMPLOYEES**

  Public Health Information Line 1800 020 080

  Australian Department of Health
  https://www.health.gov.au/resources/collections/novel-coronavirus-resources

  Foreign Travel Advice
  https://www.smartraveller.gov.au/