

REE VALUES



The following values guide REE'S culture and performance:

Dynamic Thinking:

Add value by challenging how industry delivers solutions

Technical Leaders:

Combining experience, academic knowledge and emerging technologies to provide practical solutions

Social Responsibility:

We care about people and the environment to drive safe and sustainable initiatives

Reliability:

Taking ownership of and delivering on our commitments

Collaborative:

Working collectively to provide positive outcomes

Relationships:

Trust in ourselves and our partners to operate with integrity

Vibrant team:

Happy, inspired and connected people

Symon Jackson
Managing Director

Attila Marta
Director

Wade Ludlow
Director

Eddie Baker
Director

HEALTH AND SAFETY POLICY



Red Earth Engineering is a civil engineering company that conducts design and engineering work for our clients whose projects are mainly based within Australia. We are committed to providing safe and healthy work conditions and eliminating work related injury and illness of all personnel (our employees and subcontractors).

This commitment is supported by our culture and values as well as our passion for excellence and building relationships with our customers and other stakeholders.

Our guiding principles are:

- Collaboration between all personnel and customers to eliminate hazards by proactively managing health and safety related risks.
- Establish health and safety objectives and targets that drive continual improvement in our performance
- Deliver on our health and safety responsibilities and ensure all personnel are equipped and trained toward achieving zero harm
- Ensure sustainable performance through long term, mutually beneficial relationships with our personnel, customers and other stakeholders.

How our objectives will be achieved:

- Holding all personnel accountable for implementation of health and safety requirements
- Ensuring all personnel understand their role and visibly demonstrate commitment to our objectives and targets
- Complying with all applicable health and safety legal and other requirements
- Continually improving and maintaining our health and safety management system
- Commitment to consultation and engagement with our personnel on health and safety related matters.
- Reviewing and monitoring our performance and taking action on non-conformance

Red Earth Engineering shall provide the time and resources necessary to implement this policy and shall work toward the continual improvement of our health and safety performance.

Symon Jackson
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ENVIRONMENTAL MANAGEMENT POLICY



Red Earth Engineering is a civil engineering company that conducts design and engineering work for our clients whose projects are mainly based within Australia. We recognise that the outcomes of our work can have significant environmental impacts and that as engineers we have a wider stewardship role to play. We are committed to avoiding and/or minimising our environmental impacts and preventing pollution.

We believe that preserving our environment for future generations must be a key focus of all our projects. We recognise that the adoption of leading practices in relation to environmental management delivers benefits to all stakeholders.

Our guiding principles are:

- Communicate and promote ongoing improvement in environmental performance and practice proactive environmental risk management
- Consider potential environmental impacts and risks of our work and proactively minimise environmental impacts in all areas of our business
- Implement measures to minimise our carbon emissions, our consumption of water, energy and consumables and reduce our waste generation
- Develop a deep commitment among our employees to our environmental objectives, seek innovative and sustainable solutions
- Build mutually beneficial relationships with our customers and other stakeholders to ensure our environmental objectives align
- Endeavour to understand the needs and expectations of our customers and other stakeholders and consider these in our work.

How our objectives will be achieved:

- Holding all personnel accountable for implementation of environmental requirements
- Ensuring all personnel understand their role and visibly demonstrate commitment to our objectives and targets
- Complying with all applicable environmental, legal and other obligations
- Continually improving our environmental management system
- Reviewing and monitoring our performance and acting on non conformance
- Commitment to consultation and engagement with our personnel on environmental related matters

Red Earth Engineering shall provide the time and resources necessary to implement this policy and shall work toward the continual improvement of our environmental performance.

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QUALITY POLICY



Red Earth Engineering is a civil engineering company that conducts design and engineering work for our clients whose projects are mainly based within Australia. We are committed to consistently working toward exceeding our customers' expectations by continually improving the service we provide.

This commitment is supported by our culture and values as well as our passion for excellence and building relationships with our customers and other stakeholders.

Our guiding principles are:

- Collaboration with customers to proactively manage the risks related to the services we provide
- Establish objectives and targets that drive continual improvement in our performance
- Deliver on our responsibilities and ensure all personnel are equipped and trained to succeed
- Identify opportunities to innovate in the engineering services we provide and the work we deliver
- Ensure sustainable performance through long term, mutually beneficial relationships with our personnel, customers and other stakeholders.

How our objectives will be achieved:

- Holding all personnel accountable for the quality of our engineering services
- Ensuring a robust review process of all the work we undertake
- Ensuring all personnel understand their role and visibly demonstrate commitment to our objectives and targets
- Complying with all applicable legal and other requirements
- Continually improving and maintaining our quality management system
- Reviewing and monitoring our performance and taking action on non-conformance
- Commitment to consultation and engagement with our personnel on quality related matters.

Red Earth Engineering shall provide the time and resources necessary to implement this policy and shall work toward the continual improvement of our engineering services and the work we deliver.

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CODE OF CONDUCT POLICY



This Code of Conduct Policy applies to all employees and outlines our expectations regarding employees' behaviour towards their colleagues, client representatives or other stakeholders they come in contact with while representing our company.

Red Earth Engineering employees are ambassadors of our business. Whilst on company business our employees must conduct themselves in a professional manner and do nothing to negatively impact the reputation of our company. We promote freedom of expression and open communication, but we expect all employees to foster a well-organised, respectful and collaborative environment.

Our Code of Conduct Policy supports our values.

Our guiding principles are:

- Be fit for work and act and maintain a high standard of integrity and professionalism;
- Be considerate and respectful of the environment and others;
- Consider personal appearance in the workplace;
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients, suppliers and any other stakeholders;
- Be responsible and honorable in the use of company information, funds, equipment and facilities;
- Promote the interests of our business;
- Perform duties with skill, honesty, care and diligence;
- Avoid conflict of interests, and promptly disclosing to senior management any interest which may constitute a conflict of interest;
- Abide by policies, procedures and inductions that relate to your employment with Red Earth Engineering and work for our clients.
- Avoid any potentially corrupt activities of any nature

Any employee in breach of this policy may be subject to disciplinary action, including termination.

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INDUSTRIAL RELATIONS POLICY



Red Earth Engineering operates our business in a manner that provides and preserves a harmonious place of work for all employees within the bounds of the Fair Work Act 2009, with management focusing on providing a quality service to clients with the assistance of a positive and agreeable workforce.

How the objectives will be achieved:

Red Earth Engineering consider that the good management of industrial relations is an important aspect of our business. To achieve this, we will:

- Provide an 'open door' policy where employees can discuss issues with senior company management within a reasonable timeframe
- Maintain a proactive relationship building role with the Indigenous communities and businesses in the communities we work to support developing skills and increasing capacity toward economic advancement
- Recruit employees who are aligned with company values of quality workmanship, a healthy work ethic and a positive attitude
- Provide the tools and equipment required to conduct safe and effective work within an employee's role
- Deliver a quality service to Clients while providing a safe and productive workplace

Responsibilities:

Management will:

- Discuss and resolve in a timely manner any industrial concerns raised by individuals or groups
- Encourage open and honest communications at all times in industrial relations matters
- Be reasonable and practical in the resolution of industrial concerns

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DIVERSITY & INCLUSION POLICY



Red Earth Engineering is an equal opportunity employer with a workforce made up of people with diverse backgrounds, values, skills experience and needs. Diversity and inclusion at REE encompasses valuing an individual regardless of their gender, marital or family status, sexual orientation, gender identity, age, disability status, ethnicity, religious beliefs, cultural background, country of origin, socio-economic background, perspective and experience.

We recognise that a diverse and inclusive workforce will help us attract and retain the best people from the widest pool of available talent. We believe that diversity improves the quality of decision-making and thus enhances our capacity to create value for our customers and other stakeholders. We are committed to fostering an inclusive environment where everyone feels they belong.

This commitment is supported by our values which shape our shared culture and form our collective identity.

How we support diversity and inclusion

- Ensuring that recruitment and selection processes, at all levels, are appropriately structured so that a diverse range of candidates are considered
- Guarding against any conscious or unconscious biases that might discriminate against any candidates
- Pursuing gender equality by supporting, and attracting women into engineering
- Building strong and respectful relationships with Aboriginal and Torres Strait Islander people
- Promoting and encouraging a diverse and inclusive workforce, by fostering an environment of mutual learning, respect, dignity, openness to other cultures and an appreciation of difference and other perspectives
- Recognising that all employees a mix of life experiences and will bring different views to challenge the status quo and we will leverage the ideas those conversations ignite
- Ensuring that our business practices, systems and processes do not prevent people from diverse backgrounds having equality of opportunity within the company
- Supporting all employees in balancing their work commitments with their personal and caregiver commitments and interests, adopt flexible working practices that will assist them to meet those responsibilities
- Ensuring a robust performance management framework and process

Conduct

Red Earth Engineering does not tolerate any conduct that involves discrimination, harassment, bullying, vilification or victimisation.

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INDIGENOUS ENGAGEMENT POLICY



Red Earth Engineering acknowledges the Traditional Owners of Australia, their continuing deep connection to Country. We pay our respects to Elders past, present and emerging.

We understand that the projects we work on are implemented on the Traditional Lands of Aboriginal and Torres Strait Islander peoples across Australia. REE is committed to building strong and respectful relationships with Aboriginal and Torres Strait Islander people and making positive contributions through employment, partnering with Indigenous owned businesses, community engagement and sponsorship initiatives in the remote locations where we work.

This commitment is supported by our culture and values as well as our passion for excellence and building relationships with our customers and other stakeholders.

Our guiding principles are:

- A recruitment and selection process that considers and addresses skill levels, personal, cultural and social barriers that treats all applications fairly and sensitively
- Seek opportunities to work with Aboriginal and Torres Strait Island businesses and create opportunities to partner on projects; thereby, broadening employment options to the wider Indigenous community
- Maintain a proactive relationship building role with the Indigenous communities and businesses in the communities we work to support developing skills and increasing capacity toward economic advancement
- Continually improving our understanding of Aboriginal and Torres Strait Islander cultures, histories, and contemporary issues
- Celebrate the history, culture, and achievements of Aboriginal and Torres Strait Islander people
- Raise awareness of cultural differences and promote inclusive and respect towards Aboriginal and Torres Strait Islander people

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FLEXIBLE WORKING ARRANGEMENT POLICY



Red Earth Engineering provides the following policy to provide flexible working arrangements.

Flexible working arrangement is a structured approach to an alternative working arrangement. This policy applies to staff wishing to nominate a set day to work from home on a regular basis. WFH is not available on an 'ad-hoc' basis and must be agreed in advance with a Director of the business.

The expectation is that if you need time off for personal reasons (e.g. health related appointments, sick children/partners, tradies, school, etc.) that you take the day (or part of the day) off as annual or sick leave, not 'try to work at home' whilst managing other priorities.

The conditions on flexible working arrangements:

- REE may monitor business computer usage (i.e. emails, internet).
- Your home office has sufficient quality high-speed internet to support video conferencing etc.
- Availability during normal business hours for discussions, meetings etc.
- Face-to-Face client requested meetings take precedence
- Timing of WFH should be considered and communicated with other staff (i.e. not all staff can WFH on Fridays).
- If employees are WFH and not fully chargeable, it is expected that employees will progress other non-chargeable activities such as proposals, marketing (e.g. contacting clients for a chat), improving templates, developing standard details/specification, CPD etc.
- WFH does not mean just taking phone calls and monitoring emails. It must be a proactive, productive alternative to working in the office.

REE will monitor the WFH arrangements and reserves the right to withdraw this arrangement at any time.

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VEHICLE MANAGEMENT POLICY



Red Earth Engineering (REE) owns and hires vehicles for use when conducting its business. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

Training and licenses

All personnel driving REE vehicles will have the minimum required drivers license, issued in Australia, for the type of vehicle they are driving. The driver must comply with all restrictions on their license.

REE may require additional driver training and this will be managed via the overall REE Training Competency Register (REE-REG-03). This may include defensive driving, off-road driver or similar. Where required, the driver will undertake additional driver training, as required by clients.

Vehicle Use

REE vehicles are to be used for Company purposes only.

Pre-start inspections must be carried out on all REE vehicles (including hire vehicles) prior to first use, then at least weekly thereafter. A record/log of the vehicle inspections (pre-starts) must be kept in the vehicle at all times. Any repairs (including replacement of a flat-tyre) must be reported prior to any work commencing. It is noted that some sites/clients will only allow such repairs to be carried out by approved, trained personnel.

All vehicles must be kept in a clean, tidy, serviced state at all times.

IVMS and road rules

The Driver will comply with all relevant national, state and local road rules and regulations. The Driver will be fully responsible for all infringements including fines and demerit points.

Some company and hire vehicles are fitted with In Vehicle Monitoring System (IVMS) and these are required on some projects by our clients. The systems are active at all times the vehicle is on, irrespective of being logged in or not. The driver is responsible for understanding the IVMS settings and ensuring they meet these requirements. Failure to do so may result in removal from a project or disciplinary actions, at the discretion of the directors.

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