



Amentco

Corporate Social Responsibility Policy

1. Introduction

1.1 Definitions

Employees	All staff, contractors, consultants and temporary workers of Amentco.
Manager	An individual employee's direct supervisor/manager.
Managing Director	The person accountable for ensuring the effective implementation of the organisation's policies and procedures.

1.2 General Statement of Policy

Amentco understands our corporate social responsibility and is committed to maintaining ethical business standards and making a positive impact socially, economically and environmentally. Therefore, we have adopted practices which ensure Amentco operates in ways that meets and exceeds ethical, legal, commercial and public expectations. We believe that all employees and parties associated with Amentco have an important role to play in the community.

1.3 Purpose

The purpose of this policy is to provide all employees with the corporate social responsibility principles and practices that Amentco strives towards. The Corporate Social Responsibility Policy can assist Amentco to achieve responsible business practice and sustainability, and produce a positive impact on society, while ensuring that its performance is within regulatory requirements.

1.4 Scope

This policy is relevant to all staff, contractors, consultants and temporary workers of Amentco.



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1.5 Enquiries and Faults

Adherence to this policy will generally ensure compliance with the requirements of Amentco and relevant legislation. However, there may be instances where inadvertent breaches could occur. When in doubt, employees requiring assistance with interpretation of this policy, or who wish to report a breach of this policy, should contact the Managing Director.



2. Policy

2.1 Objectives

Amentco is aware of our obligations to the community, and stakeholders to operate in a socially responsible manner. We are committed to operating within the requirements of state and federal legislation. Our commitment extends to the following objectives:

- Upholding the highest ethical business practices in all our operations.
- Promoting a harmonious work environment and a culture of continuous improvement and learning.
- Maintaining open relationships with employees, elected workplace representatives and other interested parties.
- Incorporating environmental sustainability principles into our activities and decision making at all levels.
- Setting and communicating meaningful environmental objectives and targets for all aspects of our services, and continue to reduce natural resource use and minimise and prevent adverse environmental impacts.
- Engaging community support for environmental principles and maintaining regular communication with people affected by our operations, taking into consideration their views and concerns.
- Contributing to national, regional and local economic well-being and security by creating employment opportunities and purchasing goods and materials locally whenever reasonably possible.
- Supporting community initiatives by participating in local programs and fundraising activities.
- Complying with all relevant legislation and adhering to agreements and standards at local, national and international levels.

2.2 Responsibilities

Managing Director

This policy is approved and supported by the senior management of Amentco, however, corporate social responsibility is a shared responsibility for all Amentco staff.



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Amentco is committed to managing all corporate social responsibility matters in a professional manner and in compliance with legislative requirements. The Managing Director of Amentco is responsible for ensuring that Amentco's Corporate Social Responsibility Policy is followed in order to continually meet ethical, legal, commercial and public expectations.

2.3 Procedure

Amentco will achieve our corporate social responsibility objectives by implementing the following proactive approaches:

- Ensuring compliance with all applicable legislation.
- Ensuring that employees are treated with dignity and respect at all times.
- Maintaining a happy and healthy work environment and communicating regularly with staff at all levels.
- Engaging with internal and external stakeholders so that corporate social sustainability risks and opportunities are identified.
- Maintaining open lines of communications and encouraging staff feedback.
- Maintaining close relationships with employees, industry associations and regulatory authorities.

2.4 Reporting

Amentco will ensure that reporting requirements will be met under its requirements for implementation, monitoring and review of its Corporate Social Responsibility Policy. Such reporting will include:

- monitoring (general and project specific)
- non-compliance
- corrective action
- complaints management
- auditing
- reports required by government agencies.

Within the reporting framework, personnel responsible for such activities will be notified of their responsibilities, communication protocols, distribution of information, frequency of



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communication and document control procedures, with an emphasis on support to ensure the system is to the benefit of all.



3. Policy Implementation

This policy is to be implemented through the procedures and arrangements established under Amentco Corporate Social Responsibility Policy.

3.1 Breach of this Policy

Breach of this policy could harm Amentco's ability to achieve our business obligations. Failure to comply with the principles of this policy, or of the support procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal), or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Amentco access, privileges, civil, and/or criminal prosecution.

3.2 Policy Review

The Corporate Social Responsibility Policy will be reviewed annually, in consultation with relevant employees, using established consultative mechanisms and revised as necessary to keep in line with new legislation and company changes/growth. The date of each review (as far as is practicable) will fall on 1 July each year.

3.3 Dissemination of Policy

A copy of this policy will be made available to each employee upon commencement of work and additional copies made available upon request.

3.4 Authority and Responsibility

This policy is issued under the authority of the Managing Director of Amentco.

3.5 Related Documents

a) Forms

- i) EM – Risk Assessment (Environmental Impact Analysis)
- ii) EM – Environmental Impacts Register
- iii) EM – Environmental Compliance Record
- iv) EM – Environmental Communications Register
- v) EM – Environmental Management Site Safety Plan
- vi) EM – Environmental Management Site Activities and Controls



vii) EM – Environmental Sustainability Management Plan

b) Procedures

i) EM – Waste Minimisation Procedure

c) Supplementary Policies

i) EM – Environmental Policy Statement

ii) HR – Industrial Relations Policy

iii) OHS/WHS – Occupational Health and Safety Policy/Work Health and Safety Policy

d) Legislation

i) Australian Human Rights Commission Act 1986 (Commonwealth)

ii) Disability Discrimination Act 1992 (Commonwealth)

iii) Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth)

iv) Fair Work Act 2009 (Commonwealth)

v) Sex Discrimination Act 1984 (Commonwealth)

3.6 Policy Version Control

Date	Author/Department	Version Number	Change Summary
		1.0	Original