About Your Workplace: Office Employees

Office Manual

Sign In App:

All employees are required to sign in and out of the sign in app everyday, located on the iPad at the receptionist's desk. This is referenced for payroll and HSE purposes.

Desks:

Please ensure that your desks are tidy at the end of each day. Minimal is best and please utilise your cabinets. On a Friday Afternoon please ensure that everything is put away off your desk into your cabinets (eg: all loose paper etc). It should just be your laptop, keyboard and mouse left. This is to ensure the cleaners can wipe down the desks over the weekend and clean the office thoroughly.

Lights:

If you're the first/last person to arrive/leave for the day, please ensure the office lights are turned on/off next to the iPad at reception.

After Hours Access - FOBS:

Admin will give you a FOB for access to the building. This can be used to access the lift <u>before 8am</u> and <u>after 4pm</u>, as well as the end-of-trip facilities in the basement: changeroom, showers, lockers, toilets and drying room.

The code for the drying room is **12345**

Smoking and Vaping:

Please only smoke in the designated areas. No smoking on the balcony.

Fridge:

You are welcome to store your lunch items in the fridge, but please ensure that you remove any food from the fridge on a Friday afternoon that you don't wish to be disposed of over the weekend.

Dishwasher:

Please ensure that you put all your dirty dishes into the dishwasher at the end of each day. Admin will turn it on at 4:30pm. Anything after this can be put in the dishwasher that is not running.

Recycling:

There are 3 bins in the kitchen - one for general goods, one for recycling and one for containers for change. Please ensure you recycle as much as possible.

About Your Workplace: Office Employees

Meetings

At the Head Office, we hold regular team meetings to update staff on business key milestones, general updates and provide an opportunity for you to offer feedback to the management team.

- Monthly all office briefing
- Departmental team meetings
- Weekly internal project specific meetings between the office and relevant project team
- Monthly office lunch and business update

Our Meeting Rooms:

At Grounded we embody healthy open communication; however, we do ask that you take your meetings to one of our many breakout areas. Please remember to book the meeting rooms and to be aware of any other meetings starting after yours has finished.

How to add a meeting room to your calendar:

Go to Calendars > right click on *My Calendar* > Add Calendar > From Address Book > search for the meeting room you want.

The names of our meeting rooms:

- Round Meeting Room
- Meeting Room 1
- Meeting Room 2
- Board Room 1 (Main Boardroom)
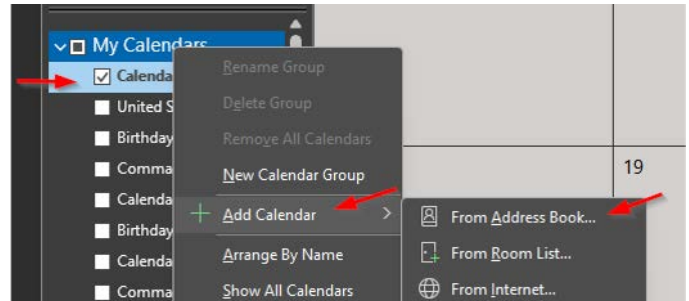
Attending Site

Please contact mobilisation if you are an employee that is not fulltime site based, but will be required for site visits (such as PM or CM).

This request needs to be sent to **mobilisation@grounded.com.au** at least 2 weeks before your first intended/planned visit. Please make sure you list the project number in the subject heading.

They will also supply you with information about the required documentation and any additional onboarding, including arranging a PPE bag for you.

After completion of the rest of this section, please click into the Site Based Employee tab on your home page to see more information about site and site requirements.

About Your Workplace: Office Employees

Representing Grounded: Dress Code

You will be supplied with a uniform based off your position and role within the company as per the uniform guidelines.

Employees are reminded that they are representing Grounded for the whole duration of employment (on and off work). We expect that you conduct yourself with the utmost respect and understanding towards colleagues, clients and stakeholders.

It is important that you display the appropriate image at all times in the workplace.

Grounded also partakes in casual Fridays. To see what is acceptable and unacceptable uniform standard, you can view the Uniform Policy.

Our Office:

Parking at Harvest Terrace:

Grounded only have a few allocated spots, with this being said please note parking is a first-in-first-serve basis. If you block anyone in please inform reception. There is street parking available at your own expense. Please keep this in mind when you are planning your trip to and from work.

Visitor Bay:

Please do not park in the visitor bay as this is for clients visiting the office (Bay 22).

Managers Parking:

Please do not park in any of the managers parking bays. This is to be available to them at all times. Bay 6, 7, 16, 17 and 18.

Public Transport:

We encourage you to make use of the public transport options offered that are in close proximity of our office. You can view the Transperth CAT Bus Timetables here.

Staff Favourite Lunch Spots:

LUNCH BAR - The Hayes Cafe - 1110 Hay St, West Perth

LUNCH BAR - Mr Sandwich/Rolls - 3/996 Hay St, Perth

LUNCHBAR - Let's Eat Cafe - 3/79 Colin St, West Perth

LUNCHBAR - Watertown - 840 Wellington St, West Perth

Harvest Terrace

21	22	23	24	25
Service Bay	GCG Visitor	Free	Free	Free
GCG CFO	GCG GM	GCG GM - Phlow	Free	Free
16	17	18	19	20
11	12	13	14	15
Free	Free	Free	Free	Free
GCG HR	GCG GCM	Free	Free	Free
6	7	8	9	10
1	2	3	4	5
N/A	N/A	N/A	N/A	N/A

Offices · Laneway

About Your Workplace: Office Employees

Working Hours:

Your working hours are <u>7:30am to 4:30pm Monday to Friday</u>.
As we work in such a fast paced and dynamic environment, we have found that face to face collaboration in the comfort of our beautiful office works best to achieve our goals. Therefore, Grounded does not have a work from home policy.

Each day when you arrive and leave for the day, please ensure you sign in and out on the iPad next to the reception desk.

Seating Plan:

Please find the Head Office seating chart in the links & downloads on the induction portal.

Our office layout is designed to maximise collaboration and efficiency. Please do not move desks without direction from the Senior Management Team.

Head Office Seating Chart

Clean Desk Policy:

A Clean Desk Promotes A Clean Mind

In order to implement a clean office, Grounded has adopted a clean desk policy for all workstations.

We ask that you ensure all desk spaces and workstations are kept neat and tidy at the end of each day to ensure the cleaners can clean the desks correctly.

Please ensure you follow the below instructions when you leave the office each day:

- Utilise your drawers at your desk by placing all loose items in them.
- Remove all paperwork and stationary from your desk space and file them away at the end of each day.
- All cups/glasses/mugs are to be placed in the dishwasher in the kitchen and all food and drink removed from your desk.

- Any paper with sensitive or confidential information must not be facing up on your desks at any time, and must be thrown in the designated confidential waste bins. **<u>DO NOT</u>** under any circumstances put this in regular waste bins.
- Rubbish is to be placed in the bin located in the kitchen to avoid smell in the office.
- If you need to wipe your desk down, there are wipes supplied in the kitchen.
- Keys are supplied for your drawers next to your desk, and can be used to lock all items away at the end of each day.
- Containers for change bin is located in the kitchen for any recyclable cans/bottles.
- Meeting rooms: Please ensure you leave the meeting rooms tidy once you have finished your meeting. Tuck your chairs in and remove your glasses.

About Your Workplace: Office Employees

Company Property:

All employees are responsible for the equipment provided to them by Grounded. This includes items such as laptops, keyboards, mouse, docks, monitors, accessories etc. Please take care of these items.

Each employee is required to sign the *Company Property Registration & Acceptance* form upon employment. You can find this form printed on your desk inside your notebook.

Events in our Office:

At Grounded we strive to create a positive and inclusive work environment. We love celebrating our wins and bringing the team together outside of work. Below are just some of our ongoing initiatives:

- **Monthly Group Lunch** – The first Friday of each month we have a shared lunch provided by Grounded to take some time to reflect on the achievements of the month, connect as a team and announce our Employee of the Month.
- **TGIF** – Each Friday at the end of the day we unwind and disconnect from the busy week with some drinks, snacks and a few rounds of competitive games in our office.
- **Birthdays** – Once a month, we gather to celebrate our office teams birthdays' for that given month with cake.
- **Social Club** – Grounded's Social Club Committee runs an amazing social club that organises events outside of the office for all of us to relax and build better relationships within our team.

Emergency Information:

Incidents:

If an incident occurs at the office or other Grounded Perth-based facilities, the person involved shall immediately contact their supervisor or line manager who will escalate this to the correct channels and ensure that this is reported in Upvise.

A workplace incident report will be completed for all the following events:

- A near miss
- Property damage
- Physical injury or harm to the health of workers
- Security incident
- Environmental incident

About Your Workplace: Office Employees

Emergency Evacuation Plan:

When you hear an emergency called:

- Stop Work
- Proceed to Muster Point (Hay Street - See Map)
- Wait for further information
- Any instructions given by an Emergency Response Person, Supervisor or Manager are to be followed during an Emergency
- Do not leave the Muster Point until you are advised to do so by your Emergency Response Person
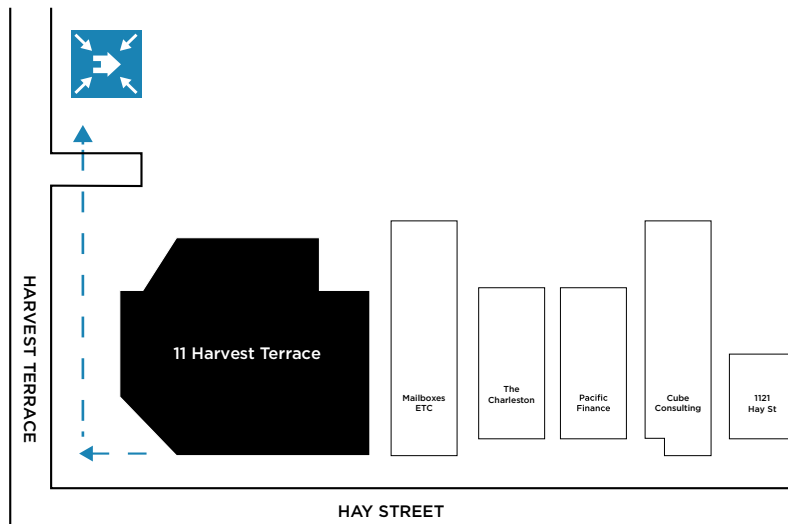
Human Resources:

We have a Human Resources Management system called 'Enable HR'. The implementation of this system ensures greater simplicity and accessibility by embracing automation and allowing less paperwork. Grounded Employees will have their own secure portal accessible via any internet-capable device. Employees will be able to update their details, tickets, and view other important documents.

The software is responsible for multiple areas of HR within the company, such as:

- Data Management - Tickets & qualifications, employee details, emergency contacts, payroll details (bank account, tax and superannuation)
- Employment Contracts
- Company Induction
- EBA Agreement
- Annual Performance Reviews
- Employee Handbook

Should you have any questions do not hesitate to contact your HR manager: **sf@grounded.com.au**

About Your Workplace: Office Employees

Annual Leave:

Annual leave may be taken by agreement between you and the company. To facilitate the granting of a leave request you must provide a minimum of 4 weeks' notice if taking 2 days or less and 8 weeks' notice when taking more than 2 days annual leave prior to the intended start date of the leave. You must receive written approval from your supervisor and the project manager for taking of annual leave prior to making holiday arrangements.

Leave application forms can be found here, from your PA and/or saved here

Personal Leave:

When claiming personal leave (which encompasses sick and carer's leave) for either you or a family member, you are required to provide the company with evidence for each day that your absence was due to the illness/injury or unexpected emergency affecting a member of your immediate family or household. The evidence required to satisfy the company is a medical certificate from a medical practitioner.

Employee Referral Program:

1: Refer a candidate
Complete the referral form and send candidates CV to:
sf@grounded.com.au

2: Candidate Hired
Should the referred candidate's skills be suitable for a role they will be contacted, and the normal recruitment process will apply.

3: Receive your Reward
If your referred candidate successfully completes their probation period and then spends an additional 12 months with Grounded, you will receive your two rewards.

Referral Form

Available Positions

Document Control:

Grounded's Master Document Register is saved in the below location on the server:

"X:\5 HSEQ\5.3. Regiters\REG 001 - Master Document Register - Live.xlsx"

About Your Workplace: Office Employees

INTERNAL PROCESS:

A Document Number will need to be requested from doccontrol@grounded.com.au for each new document, and the document will need to be sent to them for format checking prior to use. You are free to type up the document you require, using the correct template and then send to: doccontrol@grounded.com.au to check and for management approval.

Below is example of the naming convention to be used:

DOCUMENT TYPE	DOCUMENT NUMBER FORMAT
Policies	MAN_001
Manuals (and Handbooks)	REG_001
Forms (and Templates)	FRM_001
Risk Assessment	RA_001
Safe Work Method Statements	SWMS_001
Inductions	IND_001
Methodologies	MTH_001
Commissioning Plans	CP 001
Inspection Test Records	ITR 001
Inspection Test Plan	ITP 001
Management Plans	MGT 001
Verification of Competency	VOC 001
Work Instructions	WI 001
Position Descriptions	PD_001
Toolbox Topics	TT_001
Plant Risk Assessment	PRA_001
Workflows	WF_001
Procedures	PRO_001
Company Reports	REP_001
Bulletins	BUL_001
Safe Operating Procedures	SOP_001
Information Notices	IN_001
Change Notices	CN 001

About You Workplace: Office Employees

INTERNAL COMPANY BRANDING:

How we represent ourselves as a company is very important and we need to ensure we standardize all our font types, colours and logos on all documentation throughout the company to ensure consistency.

Company Font:

Avenir Book or Calibri for all documentation

Company Logos:

Can be found in the below location on the server:

X:\6 BRAND IDENTITY\6.3_Branding (logos)

Company Letterheads and Meeting Minutes Template

Can be found in the below location on the server:

X:\5 QUALITY MANAGEMENT\5.4 Forms\Letter Heads & Meeting Min Forms

Grounded Black
C0 M0 Y0 K100
R35 G35 B35
HEX 231F20
PMS Solid Coated
2336 C

Grounded White
C0 M0 Y0 K0
R255 G255 B255
HEX FFFFFF

Grounded Blue
C82 M35 Y10 K0
R17 G137 B188
HEX 1189BC
PMS Solid Coated
7460 C

Grounded Burnt Orange
C13 M68 Y98 K11
R196 G101 B37
HEX C46526
PMS Solid Coated
2429 C

Grounded Slate
C60 M63 Y51 K50
R94 G80 B87
HEX 5e5057
PMS Solid Coated
4279 C