

## About Your Workplace: Site Employees

### Travel / Flight Information

Mobilisation will be in contact with you regarding your swing information as well as how to obtain your flights. As a company policy, all employees fly into site the night before the first day of your swing. This day is classified as a travel day, meaning you will travel to your accommodation from the airport. Employees fly in the day before their swing to ensure they are well-rested and ready for their first day. By arriving a day early, employees can settle into their accommodation, familiarise themselves with their surroundings, and prepare mentally and physically for the swing ahead.

#### Missed Flights:

In the event that illness (or other reason outside your control) prevents you from catching scheduled flight or commute transport, you must notify your supervisor/manager as soon as possible, and provide evidence of the circumstances.

#### Lead time for Rescheduling Flights:

In the event that you miss a flight or commute transport for any reason you:

- Wait 3 days
- May be booked on the next scheduled flight or commute transport (depending on flight availability and client guidelines)
- Will not be paid for the hours/days/shifts missed

In the event that you miss a flight due to a reason that is unacceptable, the company reserves the right to deduct the full cost of the airfare from your next pay and take appropriate disciplinary action.

### On Site Accommodation

As we work on projects that require overnight stays at different accommodations, it is essential to remember the general conduct rules for guests. To ensure everyone has a pleasant experience when working away from home, please abide by the standards below:

#### Start and Finish Times:

The standard work hours on site are from 6:00am to 5:00pm each day. However, this may differ depending on the operational requirements of the project and the requirements of the position.

Please note that any hours worked outside of these hours must be approved in writing by Senior Management before such work commences.

### Representing Grounded: Dress Code

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

Employees are reminded that they are representing Grounded for the whole duration of employment (on and off the clock). 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.

You can view the [Uniform Policy](#) to see what is the acceptable and unacceptable uniform standard.