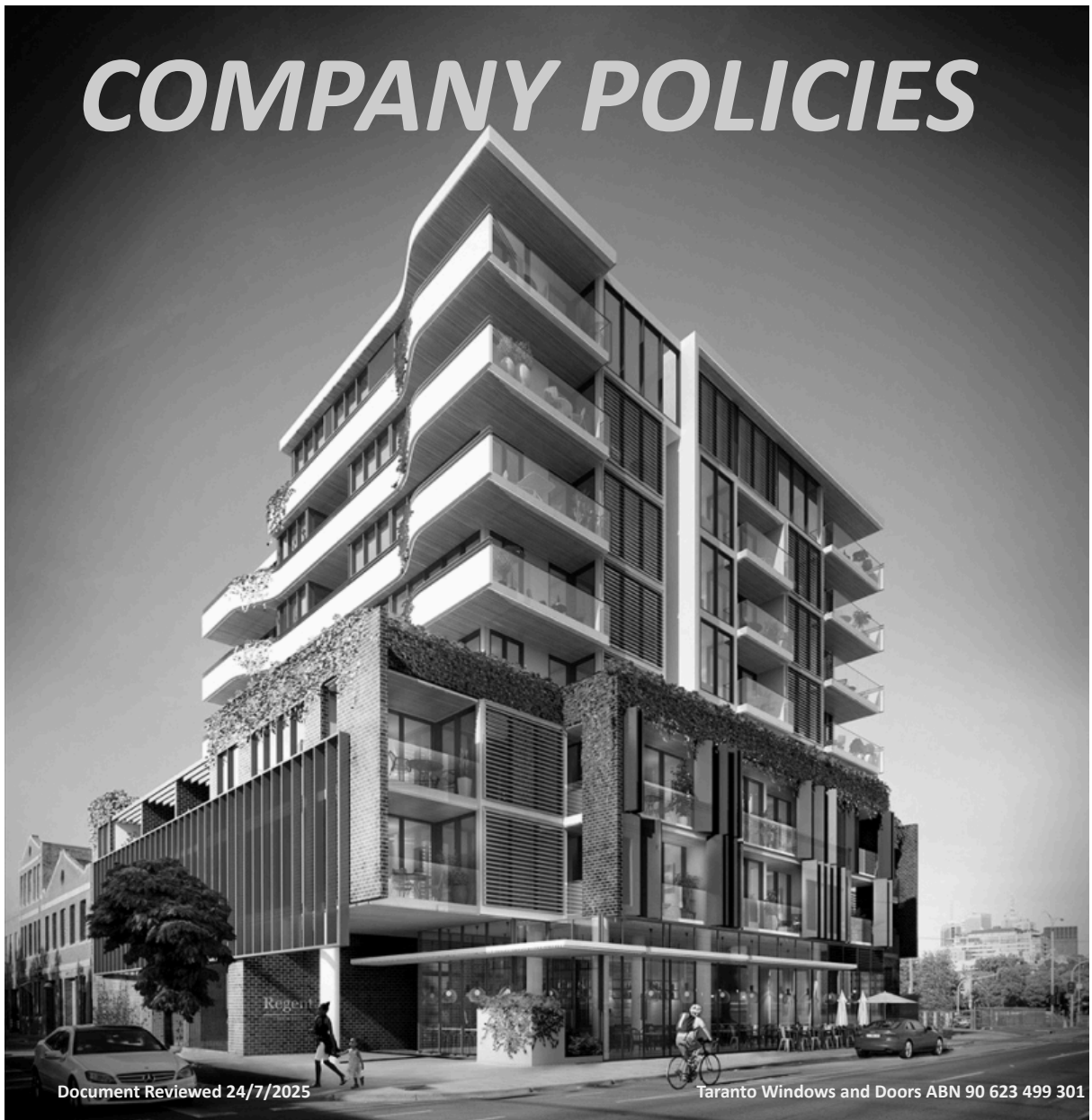




COMPANY POLICIES



Document Reviewed 24/7/2025

Taranto Windows and Doors ABN 90 623 499 301

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Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Environmental Policy
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Obligations

Taranto Windows & Doors Pty. Ltd. is committed to providing and maintaining a work environment and systems of work that are safe and without risk to health. We know that this can be achieved through professional management of our workplaces with the active help and involvement of our employees.

Objectives and Responsibilities

The management of Taranto Windows & Doors Pty. Ltd. are the officers responsible for the implementation and monitoring of this policy, and management at all levels are directly responsible, and will be held accountable for ensuring that all reasonable practicable action is taken so that all people under their supervision:


- Comply with legislative and other commitments and agreements relating to environmental management.
- Actively promote and encourage the adoption of ecologically sustainable work practices and operations.
- Prevent pollution of the environment as a result of our work practices and operations.
- Continually improve performance and realize opportunities for environmentally positive contribution.
- Use materials and resources efficiently.
- Favor the procurement of more sustainable goods and services.
- Consult with regulatory authorities, associated industry groups, employees and employee organizations in the development and implementation of standards, control strategies and monitoring systems.

While management has the prime responsibility for the workplace environment, all employees have a clear duty to ensure that due care is exercised for their own health and safety and that of others who could be affected by their actions. Achievement of the aims of this Policy requires that all employees shall comply with health; safety; quality and environmental procedures/directions as agreed between management and employee representatives, and will actively contribute to the continuous improvement of our Environmental Management System.

This Policy will be reviewed annually and updated to conform to current trends and laws.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Drug & Alcohol
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Objectives of this policy:

- To ensure the Company is a drug and alcohol free workplace and provides a safe working environment that protects employees, customers, suppliers, contractors and visitors.
- To ensure rules relating to drugs and alcohol are applied consistently across the business.

Policy

The Drug & Alcohol Policy reflects the following basic principles:

- People affected by alcohol and/or drugs are a safety hazard to themselves, to other people in the workplace, customers, suppliers and clients of the Company.
- The Company encourages employees who are encountering difficulties in dealing with alcohol and/or drugs to self-identify when they have a problem and seek immediate assistance through rehabilitation programmes including the Quit Program, their local Doctor or Alcoholic Anonymous programs.
- When dealing with employees affected in some way by drug and/or alcohol abuse, the Company will act in good faith and treat all information as confidential unless required by law to do otherwise.
- Employees must notify their Manager if they suspect another employee to be unable to safely perform their job due to the effects of alcohol and/or drugs.
- Employees on prescription drugs which may impair their personal safety, and/or the safety of other persons, must report the matter to their Manager to allow a proper evaluation to be made and to ensure there is no impact on alertness
- No alcohol is to be consumed during working hours, but where alcohol is supplied or consumed at company sponsored events it will be located in a hazard free area where responsible serving of alcoholic beverages will apply. This includes the provision of non-alcoholic and low-alcoholic beverages. It is expected that all employees will consume alcohol responsibly and will act professionally adhering to company policy at all times. It is the responsibility of the employee to ensure they do not exceed the legal limit of .05 when driving.
- It is not permitted to bring any alcohol to the workplace, other than for that approved by the company.
- All employees of Taranto Windows & Doors must have a 00 alcohol reading during working hours.

Rules

The Company **strictly prohibits** all of the following:

- The use, sale, transfer of possession of illegal drugs and/or alcohol while on Company premises, or while working in any capacity for Taranto Windows & Doors, or in a Company vehicle whether during the employee's working hours or outside of working hours.
- An employee reporting to work or being on Company property after having taken illegal drugs and/or under the influence of alcohol.

Education & Training

The company will ensure that employees are made fully aware of policies relating to drugs and/or alcohol and that employees receive appropriate training on identifying and dealing with such matters if and when they arise in the workplace.

Drug & Alcohol Testing

The company may undertake drugs and alcohol testing under the following circumstances:

- **Post-Accident/Incident Testing**

Where an employee has been involved in a workplace incident or accident and there is sufficient cause for Taranto Windows & Doors to believe that drugs and/or alcohol may have contributed in some way.

- **Reasonable Cause Testing**


Where Taranto Windows & Doors has reasonable cause to suspect that an employee may be affected by the use of drugs and/or alcohol to the extent it has the potential to negatively impact on the employee's safety or work performance, the employee may be required to undergo a drug and/or alcohol test as appropriate.

- **Serious Misconduct**

Where an employee is found to be using, supplying, and selling and/or in possession of illegal drugs at work, or on premises under the control of Taranto Windows & Doors or in a company vehicle, such actions will be treated as serious misconduct and the employee will be liable to dismissal in accordance with Taranto Windows & Doors disciplinary process.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Equal Employment Opportunity and Anti Bullying
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by Taranto, Windows & Doors.

It also applies for all recruitment, selection and promotion decisions.

The objective of Taranto, Windows & Doors Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

Taranto, Windows and Doors is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Victorian Legislation.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people.

Sexual harassment is any unwelcome behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Direct Bullying may include spreading rumors, teasing being the brunt of practical jokes, abusive, insulting or offensive language

Indirect Bullying may include deliberately excluding and/or isolating a person from normal work activities

Taranto, Windows & Doors provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

Age	breastfeeding	carer status
disability	employment activity	gender identity
industrial activity	lawful sexual activity	marital status
parental status	personal association with someone having any of these characteristics	
physical features	political activity/belief	pregnancy
race	religious activity/belief	sex
sexual orientation		


Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	IT, Internet, Email, Social Media & AI Policies
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Revision Date	10th July 2025
Director Sign Off	

Internet Use

The internet is provided by Taranto Windows and Doors for business use only.

Email Use

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information.
3. All emails sent must include the approved business disclaimer.

To protect Taranto Windows and Doors from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of Taranto Windows and Doors in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person or use another person's computer without permission.

Professional Use of Social Media

Taranto, Windows & Doors expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This applies to all employees, contractors and subcontractors of Taranto Windows and Doors who contribute to or perform duties such as:

- maintaining a profile page for Taranto Windows and Doors on any social or business networking site

- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of Taranto Windows and Doors; and/or
- posting comments for and on behalf of Taranto Windows and Doors on any public and/or private web-based forums or message boards or other internet sites.

If any employee, contractor or sub-contractor of Taranto, Windows & Doors is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times.

All employees, contractors and subcontractors of Taranto, Windows & Doors must ensure they do not communicate any:

- Confidential Information relating to Taranto, Windows & Doors or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of Taranto, Windows & Doors without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to Taranto, Windows & Doors and related bodies, clients or businesses, which is not in the public domain.


If this policy is not adhered to, it may result in disciplinary action, including a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

AI Policy

TWD supports the responsible use of Artificial Intelligence (AI) to enhance productivity, streamline operations, and drive innovation. All AI tools and systems must be used ethically, securely, and in compliance with applicable laws and regulations. Employees are expected to use AI as a support tool—not a replacement for human judgment—and must not input confidential or sensitive data into public AI platforms. AI-generated content should be reviewed by a human before any external use or decision-making. Any use of AI must avoid discrimination, misinformation, or harm, and transparency is required when AI contributes to work output. The company will provide guidance and training to ensure that AI is used safely, fairly, and in alignment with our values and business objectives.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Leave Policy
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

General leave policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All employees are entitled to leave in accordance with the relevant awards.

All planned leave has to be mutually agreed, and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

Annual leave policy

Each employee is entitled to a minimum of 20 days annual leave a year (pro-rata for part-time). Leave entitlements are calculated from the date they started work and accrue in accordance with workplace relations legislation or industrial instruments. Applications for annual leave need to be lodged four weeks in advance.

An employee is expected to take accrued annual leave for business close down periods. If insufficient leave is accrued, Taranto, Windows and Doors may direct an employee to take unpaid leave.

Taranto, Windows and Doors will decide on a case-by-case basis whether it will agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation or any industrial instrument.

Personal (sick) leave policy

Sick leave is part of personal/carer's leave. Personal/Carer's leave is an employee entitlement which is contained in the National Employment Standards. It is separate to workers' compensation, which is paid to compensate for an injury or illness incurred while at work.

An employee is entitled to a minimum of 10 days of personal/carer's leave every 12 months which can all be taken as carer's leave if required.

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury. Evidence such as a Medical Certificate is required if any employee

takes personal leave prior to or after a weekend or public holiday and if more than one consecutive day is taken. We can also request evidence if more than 4 singular days are taken in one calendar year.

Carer's leave policy

Carer's leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member. It is typically part of personal (sick) leave and is dealt with similarly to above.

Employees including casual employees are entitled to take up to two days unpaid carer's leave for each occasion of family or household member illness or unexpected emergency. An employee cannot take unpaid carer's leave if they could instead take paid carer's leave.

Compassionate leave policy

Compassionate leave is paid leave taken by an employee to spend time with a family member/member of the employee's household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member/member of the employee's household.

Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave may be granted at management discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion.

Family & Domestic Violence Leave

Employees may face situations of family and domestic violence that affect their wellbeing, safety, or ability to attend work. We are committed to supporting affected staff with compassion and confidentiality. In accordance with the Fair Work Act, all employees are entitled to 10 days of paid family and domestic violence leave to deal with matters arising from such situations, including accessing support services, attending medical or legal appointments, or arranging alternative housing. We encourage any employee experiencing family or domestic violence to speak confidentially with their manager, who will provide assistance and ensure appropriate support and privacy measures are in place.

Long service leave policy

Federal awards, Victorian laws, and workplace agreements set out entitlement to long service leave.

Employees are entitled to long service leave in line with Victorian long service leave laws (or per a relevant Award or Agreement).

Long Service Leave cannot be cashed out under any circumstances.

Parental leave policy

Entitlements listed here are based on the National Employment Standards.

Unpaid parental leave

Employees (including a de facto or same sex partner, or single person) who are expecting a child or adopting a child are eligible for 52 weeks of unpaid parental leave if they are:

- permanent full-time or part-time with at least 12 months service prior to the expected date of birth or adoption placement

- casual with 12 months regular and systemic service who have a reasonable expectation of continuing regular and systematic work

After birth or adoption, the parent with responsibility for the care of the child is entitled to unpaid parental leave. Employees who are pregnant may commence leave up to six weeks before the expected date.

Employees may request to extend their leave by a further 12 months (for a total of 24 months maximum), to be submitted in writing at least four weeks before the end of the original 12 months unpaid parental leave.

Taranto, Windows and Doors will respond in writing within 21 days and may refuse only on reasonable business grounds. The written response will include details if the request is refused.

Parental Leave

If you are the primary caregiver of your child, you can access up to 52 weeks of Parental Leave. Parental leave is unpaid except in the instances where an employee is eligible for Parental Leave Pay in line with legislation. Parental Leave with Pay is described in full in the following section.

Special Maternity Leave

Unpaid Special Maternity Leave is available to pregnant female employees in the case of pregnancy-related illness or if the pregnancy ends within 28 weeks of the expected date of birth. The duration of this leave should be agreed with Taranto, Windows & Doors as soon as is practically possible, and any unpaid Special Maternity leave will reduce the amount of Maternity Leave you are entitled to take by the same amount.

Applying for leave

An employee wishing to take unpaid parental leave must provide written notice at least 10 weeks before starting the leave (or as soon as is practicable) including the intended leave start and end dates.

Leave dates or any changes of dates must be confirmed at least four weeks before the leave starts. The manager will confirm the leave and any affected entitlements such as continuous service in writing.

Adoption

Because Taranto, Windows & Doors recognises that the timing of placement for an adopted child may be uncertain, employees should keep their manager informed of any changes to the likely placement date and commencement of leave.

Leave without pay policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Jury duty policy

An employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance and the amount the court has paid them. Taranto, Windows and Doors will reimburse the employee the difference between this amount and their base salary. If an employee is absent because of jury service of more than 10 days in total, the employer is only required to pay the employee for the first ten days of absence.

Emergency services leave policy


If an employee needs to take a temporary absence from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) then they should ask management for leave as soon as possible after they become aware of the need to take leave.

Taranto, Windows and Doors will support such activities wherever possible, as an important community service.

Taranto, Windows and Doors may require evidence of these activities at its discretion.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	No Smoking
Prepared By	Shelley Whelan
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Obligations

Under the Tobacco Act 1987, smoking is prohibited in enclosed workplaces. This policy aims to help minimise worker exposure to tobacco smoke while in the workplace.

Objectives and Responsibilities

Smoke free areas include Offices, Lunch Rooms, Toilets, Company Vehicles and Factory. Note some off-site work areas will be smoke-free workplaces, employees are to abide by these rules. E.g. Schools, Hospitals. Designated smoking areas are located at the back of the factory


Employees are to only smoke during their allocated work breaks and not during work hours

We expect employees to respect this policy and their colleagues. If this policy is not adhered to, it may result in disciplinary action, including a warning or dismissal, depending on the circumstances.

This Policy will be reviewed annually and updated to conform to current trends and laws.this policy.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Occupational, Health & Safety
Prepared By	Shelley Whelan
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Obligations

Taranto Windows & Doors Pty. Ltd. is committed to providing and maintaining a work environment and systems of work that are safe and without risk to health. We know that this can be achieved through professional management of our workplaces with the active help and involvement of our employees.

Objectives and Responsibilities

The management of Taranto Windows & Doors Pty. Ltd. are the officers responsible for the implementation and monitoring of this policy, and management at all levels are directly responsible, and will be held accountable for ensuring that all reasonable practicable action is taken so that all people under their supervision:

- Observe, implement and fulfill the company's responsibilities under the OH&S Act 2004, Occupational Health and Safety Regulations 2017, and associated Regulations/Codes of Practice.
- Establish occupational health and safety management performance objectives and regular audit and review the achievement of the objectives.
- Allocate appropriate personnel and financial resources to enable achievement of health and safety management performance objectives.
- Involve individuals in occupational health and safety levels; any workplace hazards posing health and safety risks.
- Provide information, instruction, training and supervision to ensure that employees and others under our supervision can work without risk to their health and safety, including any workplace emergency situations.
- Design, purchase, modify and maintain plant, equipment, systems of work and a work environment that considers the human capabilities, limitations and needs of our employees.
- Ensure that people under our supervision (including contractors and visitors) are trained and supervised to ensure compliance with appropriate procedures and standards for their own and others' health and safety at work.
- Protect members of the public and customers from any risks of adverse health effects associated with the operation of Company activities.


- Report any health and safety issue or occurrence of any incident, which may result in non-compliance with this policy to the appropriate authority (if required), senior management and health and safety officer/representative and/or committee.
- Consult with regulatory authorities, associated industry groups, employees and employee organisations in the development and implementation of standards, control strategies and monitoring systems.

While management has the prime responsibility for the workplace health and safety, all employees have a clear duty to ensure that due care is exercised for their own health and safety and that of others who could be affected by their actions. Achievement of the aims of this Policy requires that all employees shall comply with health and safety procedures/directions as agreed between management and employee representatives, and will actively contribute to the continuous improvement of our Safety Management System.

This Policy will be reviewed annually and updated to conform to current trends and laws.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Return to Work Policy
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Return to Work Coordinator

Our return to work coordinator is: Shelley Whelan - Contact Number: (03) 5655 1366

Health and Safety Representatives: Pascal Richard & Lucas Simpson

Policy

Taranto, Windows and Doors will make return to work information available to its workers about:

- the obligations of Taranto, Windows and Doors under the legislation and how the employer is meeting the obligations;
- the rights and obligations of workers under the legislation and how workers can obtain further information about their rights and obligations;
- the name and contact details of the authorised Agent selected by the employer;
- the name and contact details of the Return to Work Coordinator, if applicable; and
- the procedure for resolving return to work issues in the workplace -

by providing workers with this document after consulting with them about how the information will be provided to them.

To the extent that it is reasonable to do so, Taranto, Windows and Doors will provide suitable employment to an injured worker if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work.

To the extent that it is reasonable to do so, Taranto, Windows and Doors will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a *Certificate of Capacity* or a *Worker's Injury Claim Form* in which weekly payments are claimed is received from the worker or from when the authorised Agent notifies us of receipt of same (whichever is the earliest).

From the time that Taranto, Windows and Doors receives a *Worker's Injury Claim Form* in which weekly payments are claimed or the initial *Certificate of Capacity* from the worker or the authorised Agent notifies us of receipt of same (whichever is earlier), Taranto, Windows and Doors will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker.

As part of that planning, Taranto, Windows and Doors will:

- obtain relevant information about the injured worker's capacity for work;

- consider reasonable workplace support, aids or modifications to assist the worker's return to work
- assess and propose options for suitable employment or pre-injury employment;
- engage in consultation about the return to work of the worker; and
- provide the worker with clear, accurate and current details of their return to work arrangements; and
- monitor the worker's progress

as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.

Taranto, Windows and Doors will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work.

Taranto, Windows and Doors will consult with the parties listed above by:

- sharing information about the worker's return to work
- providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and
- taking those views into account.

Taranto, Windows and Doors will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.

Worker's return to work rights and obligations

Injured worker rights are:

- To be provided with return to work information and be consulted about how that information is to be made available
- To the extent that it is reasonable for Taranto, Windows and Doors to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation.
- To be consulted by Taranto, Windows and Doors about planning their return to work.
- To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work.
- To the extent that it is reasonable for Taranto, Windows and Doors to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

Injured worker's obligations are:

- In cooperation with Taranto, Windows and Doors and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In cooperation with Taranto, Windows and Doors and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of Taranto, Windows and Doors and/or the Agent.


- To actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

This policy will be reviewed annually and updated to ensure it remains current and practical.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Uniform & PPE Policy
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Scope:

This policy applies to all employees in all departments, including permanent and casual employees.

Objectives:

The objectives of this policy are to:

- Establish guidelines for the purchasing and wearing of uniform at TWD
- Outline dress standards staff are to observe when representing TWD

Policy:

A high standard of personal presentation is required from employees at all times whilst at work. It is expected that items of personal hygiene are attended to daily and all clothing is clean and in good condition.

Uniforms will be issued in accordance with your role at TWD.

It is expected that during work hours employees wear their uniform at all times.

It is the employee's responsibility to maintain their uniform in a clean and presentable manner. Boots & Clothing are only to be worn during work hours, any wear and tear from wearing these outside of work hours will be the responsibility of the employee to replace.

Upon resignation or Termination all uniforms must be returned to Administration

Personal Protective Equipment (PPE):

PPE refers to anything used or worn to minimise risk to workers' health and safety.

Before PPE is provided, a "Hazard Identification, Assessment & Control" and "Review of Control" must be completed to ensure that PPE is the most appropriate control option. The "Hierarchy of Control" must be used for risk control. Use of personal protective equipment is only to be considered when more effective control measures have been ruled out as not by themselves adequate to protect people. Risk control can involve implementing one or more measures from the hierarchy of control.

PPE must conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines. Where applicable PPE items must be purchased from suppliers who ensure that only approved (AS or equivalent marking).

Individual PPE Procedures

Each item of PPE will have specific procedures outlining:

- What the approved PPE item(s) is and where it is required to be worn.

- Who is required to wear it & whether it is provided for general or exclusive use.
- How it is to be issued.
- What initial training and ongoing instruction is needed.
- What specific precautions apply, e.g. cleaning/replacement?
- What replacement arrangements exist?
- Who is to clean and/or service the PPE?
- What signage is required?
- What supervision is to be provided?
- What, if any, medical monitoring is necessary.
- What regular inspections of PPE will be necessary?
- What storage arrangements are required?

Safety:

It is the employees responsibility to ensure that appropriate Personal Protective Equipment (PPE) is worn by Employees. Employees who mistreat, abuse or fail to comply with TWD requirements for safety and PPE will be subject to disciplinary action

Allocations:

Role	Initial Allocation	Yearly Allocation
Managers & Supervisors	1 x Soft Shell Jacket 1 x Soft Shell Vest 2 x Grey Hoodie 4 x Grey Polo 2 x Shorts 2 x Pants 1 x Boots	2 x Grey Polo 1 x Grey Hoodie 1 x Pants 1 x Shorts 1 x Boots (every 12 months) 1 x Soft Shell Jacket (every 2 years) 1 x Soft Shell Vest (every 2 years)
Factory, Onsite, Glaziers	6x Hi Vis Tops 2 x pants 2 x shorts 2 x High Vis Jumpers 1 x Waterproof Jacket 1 x Boots	2 x Tops 1 x Pants 1 x Shorts 1 x Jumpers 1 x Boots (every 12 months) 1 x Waterproof Jacket (every 2 years)

Ordering and Replacements:

Uniform/Footwear orders should be placed with Administration Staff.

Replacement items are to be ordered on a yearly basis.


New Employees will be provided 2 shirts and 1 jumper when they start and the remainder of their allocation after successful completion of their probation period

If anyone loses their uniform they will have to replace at their own expense

Employees who would like to purchase uniforms in excess of their allocation will have to pay for this at their own expense. This can be deducted on an agreed weekly amount from your pay.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	UV Protection Policy
Prepared By	Britt Kilpatrick
Authorised by	Scott Taranto
Revision Date	10th July 2025
Director Sign Off	

Obligations

Taranto Windows & Doors Pty. Ltd. is committed to providing adequate protection from the hazards the employees may be subject to when working in an outdoor environment

Objectives and Responsibilities

The management of Taranto Windows & Doors Pty. Ltd. are the officers responsible for the implementation and monitoring of this policy.

This policy will apply to all staff including management.


Control measures will be implemented at all worksites according to the conditions and work performed. The undertaking of a UV Risk Assessment will be conducted for every outdoor task prior to commencement of the designated task. Analysis of the UV Risk Assessment will determine the appropriate personal protective equipment and clothing.

Under the Occupational Health and Safety Act 2004, and Occupational Health and Safety Regulations 2017, employees^[CP1] are obliged to take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace.

This Policy will be reviewed annually and updated to ensure it remains current and practical.



Taranto Windows and Doors ABN 90 623 499 301

Policy Title	Vehicle Policy
Prepared By	Shelley Whelan
Authorised by	Scott Taranto
Director Sign Off	
Revision Date	10th July 2025

Obligations

Taranto, Windows and Doors vehicle policy outlines your obligations when using company vehicles. Company vehicles belong to Taranto Windows and Doors.

Scope

This policy refers to all employees who are eligible to receive a company vehicle or are entitled to vehicle allowances. Company vehicles are only to be used for business purposes and shall not be used for personal or recreational use, unless authorised by the Company.

Objectives and Responsibilities

Prerequisites to drive a company car:

Our employees are only allowed to drive a company car if they have a valid driver's license

Employees will need to provide a copy of their drivers licence to admin staff prior to driving a vehicle.

Drivers Obligations:

We expect employees who drive company vehicles to follow the following rules:

- Drive in safe manner at all times
- To be under drug and alcohol limits at all times
- Do not drive vehicle when fatigued or on medication that affects driving ability
- Do not lend, lease or sell a company vehicle
- Do not use a phone or text while driving
- Keep copies of any driving expenses and hand these in to payroll for processing
- Keep track of when the car is due for servicing and advise admin staff so they can organise for this to be booked in.
- Report immediately any damages or problems with their assigned car to admin.
- Avoid any traffic violations. This includes speeding, double parking, parking in areas not permitted.

If an employee has their driver's licence suspended or revoked, they must inform Management immediately.

Employees who violate company vehicle rules are subject to disciplinary actions which may include written warnings,

suspension

Employees are not allowed to:

- Smoke inside of a company car
- Leave the company car unlocked, unattended or parked in a dangerous area
- Allow unauthorised people to drive a company car, unless in case of emergency

Vehicle Allowances:

Employees that either use a company vehicle or use their own vehicle to drive a distance to work sites will be entitled to the following vehicle allowances:

- Fuel Card
- Etag

When using these allowances the following rules need to be adhered to:

Fuel Card & Etag:

Fuel cards and Etags are only to be used for business purposes. Any usage of either of these items for personal use will be deducted from employees pays and reimbursed to Taranto, Windows & Doors

Accidents:

If an employee is involved in an accident with a company car they should contact Management immediately, so we can get in touch with the insurance provider.

Employees should not accept responsibility or guarantee payment to another party in an accident without company authorisation.

Employees should follow legal guidelines for exchanging information with other drivers and call police if accidents are of a serious nature.

Taranto Windows & Doors Obligations:

We want to ensure that all employees are safe at work and preserve our company legality. For these reason, we'll:

- Make sure vehicles are safe to drive before assigning them to employees
- Schedule periodical maintenance to ensure vehicles remain in good condition
- Insure vehicles with a reliable insurance provider

We are not responsible for:

- Paying fines employees accumulate while driving company vehicles that they are responsible for
- Paying parking tickets or fines

Disciplinary Consequences:

Employees will face disciplinary consequences if they don't follow policy rules.

We may terminate an employee for any serious offenses. This can include causing an accident while under the influence of drugs or alcohol.