

## Environmental Policy

---

At all levels of our operation, Co-Ordinated Landscapes plan and conduct their activities with a view to protecting and conserving the environment and employee health. We do this by complying with:

- legal and other requirements;
- our company Environmental Management System; and
- meeting community expectations.

Co-Ordinated Landscapes is committed to providing for its employees, clients and the wider community a level of environmental awareness, management and control that is in line with the community expectations and standards.

Co-Ordinated Landscapes commits to establishing and reviewing measurable objectives and targets at relevant functions and levels on a quarterly basis in accordance with the annual Environmental Management Plan and the requirements of ISO 14001:2015 Environmental Management Systems.

Co-Ordinated Landscapes commits to continual improvement, the prevention of pollution and to comply with applicable legal requirements and all other relevant requirements.

Workers will be trained in their environmental obligations and responsibilities. Individual competencies will be maintained.

This policy is to be displayed on our publicly accessible website so it is available to all interested stakeholders and it shall be placed on common area noticeboards. An electronic controlled copy will be placed on the company intranet with other relevant management system manuals.

Signed:



**David Beslich, Chairman**  
**Co-Ordinated Landscapes Pty Ltd**  
Date: 30 October 2019

## Quality Policy

---

Co-Ordinated Landscapes is dedicated to quality and continuous process improvement for both clients and its own people. It is our policy to achieve total customer satisfaction by delivering a level of service, through established procedures and commitment, which will exceed expectations.

Co-Ordinated Landscapes recognises that quality is a companywide responsibility. We achieve organizational excellence and quality awareness through innovative process improvements, training our people, offering, true value for money to our clients and developing client and employee satisfaction programs. Our organisation strives for continual improvement to ensure that its operations and clients are continuously receiving a high level of service. This is achieved by setting and adhering to predetermined objectives and targets. Through this focus on quality we aim to ensure that our business continues to be a valued service for our customers resulting in quality service. To this end, we look to improve the products we use in cooperation with our suppliers and subcontractors.

Materials and services used by Co-Ordinated Landscapes are to be purchased from client nominated or approved suppliers. Where our client does not nominate suppliers or provide an approved supplier list, suppliers shall be selected for quality and value for money.

Co-Ordinated Landscapes ensures that it complies with legislation, regulations and codes of practice as set out by the government and associated bodies. It maintains the Quality Management System in accordance with ISO 9001:2008 Quality Management Systems.

The quality policy is explained to all new and existing employees, suppliers and subcontractors engaged by Co-Ordinated Landscapes through company and site inductions and through our purchasing process, ensuring that the basic principles of quality assurance are instilled within our work force. The bases of these principles are:

- Our workers, subcontractors & suppliers are our key resources
- We will ensure that product standards are current and we will continually strive to conform to the requirements of all relevant legislative and regulatory requirements
- We will endeavour to satisfy our client and end users' requirements
- We will effectively analyse and monitor our performance to continuously improve our service
- Training employees in quality management and ensuring competencies are maintained.

All employees will be informed of this policy. This policy is to be displayed on our publicly accessible website so it is available to all interested stakeholders. This policy will be placed on common area noticeboards. The policy will be documented, maintained and regularly reviewed to ensure that it remains relevant to Co-Ordinated Landscapes' organisational processes. An electronic controlled copy will be placed on the company intranet with other relevant management system manuals.

Signed:



**David Beslich, Chairman**  
**Co-Ordinated Landscapes Pty Ltd**  
Date: 30 October 2019

## Workplace Health and Safety Policy

---

### Commitment

Co-Ordinated Landscapes recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Co-Ordinated Landscapes commits to continuous improvement in WHS management.

### Communication of the Policy

This policy is communicated to all staff through an electronic controlled copy placed on the company intranet with other relevant management system manuals. This policy will be placed on common area noticeboards and made available to the public via the company website.

### Objectives

Co-Ordinated Landscapes will:

- Actively identify, manage and mitigate risks and hazards – refer Risk Management Policy.
- Provide safe equipment and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements, current industry standards and the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- Provide information, instruction, training and supervision to employees, contractors, visitors and clients to ensure their safety
- Provide support and assistance to employees
- Continually improve its WHS systems materials and performance through predetermined targets and objectives
- Support our clients by managing safety on their projects and participating in their safety planning and reporting either as principal contractor or as a subcontractor

### Responsibilities

Each management representative is accountable for implementing this policy in their area of responsibility. This will be measured via project audits and their annual performance reviews. Every manager is responsible for:

- The provision and maintenance of the workplace in a safe and secure condition
- Active involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment
- Training employees in their safety obligations, safety responsibilities, safe performance and their assigned tasks and ensuring competencies are maintained

Employees are to:

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

### Application of the Policy

This policy is applicable to Co-Ordinated Landscapes on all of its construction projects, operations and functions.

### Consultation

Co-Ordinated Landscapes is committed to consultation and co-operation between management and employees. Co-Ordinated Landscapes will consult with elected and appointed Employee Health and Safety Representatives and employees in any workplace change that will affect the health and safety of any of its employees or the operating functions of any of its work sites.

### Implementing the Policy

This policy will be carried out through the WHS program. This includes:

- Active involvement and commitment of managers
- Identification and control of risks and hazards – refer Risk Management Policy
- Investigation and reporting of all accidents, near misses and dangerous incidents
- Participation of and consultation with workers on safety matters of significance
- Provision of first aid and emergency procedures
- Provision of information, training and supervision as necessary for safety.

### Review

This policy is to be displayed on our publicly accessible website so it is available to all interested stakeholders and it shall be placed on common area noticeboards. This Policy will be reviewed every 12 months and when required by changes in legislation or when company operations require it. If altered, workers will be consulted and notified of changes.

Signed:



**David Beslich, Chairman**  
**Co-Ordinated Landscapes Pty Ltd**  
Date: 30 October 2019

## Risk Management Policy

---

Co-Ordinated Landscapes (COL) recognizes that Risk Management is a key business process for planning and decision making. The management of risk, in conjunction with other systems management directions, is integral to achieving our business objectives. All employees have a role in managing risk and the way that risk is managed is fundamental to COL's success. The ability to manage risk well is to be recognized by all managers and employees as fundamental and important.

Co-Ordinated Landscapes will manage risk in accordance with AS/NZS 4360:2004 Risk Management and 11B4360:2004 Risk Management Guidelines, Companion to AS/NZS 43 60:2004. Risk is defined as "the chance of something happening that will have an impact on objectives". Risk Management can be defined as "the culture, processes and structures that are directed towards realizing potential opportunities whilst managing adverse effects" and the process to implement this is through a "systematic application of management policies, procedures and practices to the tasks of communicating, establishing the context, identifying, assessing, evaluating, treating, monitoring and reviewing risk".

The principal policy objectives for effective risk management are to:

- Improve COL's ability to deliver timely, cost-effective, profitable and high-quality projects in a safe, customer-focused, environmentally responsible manner
- Identify resources and operational and corporate business capabilities for responsible and efficient deployment
- Provide a decision making framework that demonstrates accountability
- Achieve efficiency, effectiveness, economy, continuity and compliance to protect the interest of clients, shareholders and stakeholders
- Maintain the highest possible integrity for services provided
- Create a culture where all COL employees assume responsibility for managing risk.

Our success is reliant upon:

- Accountability by Senior Management in identifying opportunities and threats to ensure proactive decision making, planning and more effective allocation and use of resources for improvement, incident management and reduction in loss and the cost of risk including commercial insurance premiums
- Commitment at all levels of the organization demonstrated by pro-active planning of all work activities with due consideration to implementing risk management controls that are suitable to each given situation
- Total commitment to achieving our objectives through the provision of appropriate training and methods of review
- The implementation of open communication between management, employees and subcontractors to achieve the best possible risk management outcomes.

Signed:



**David Beslich, Chairman**  
**Co-Ordinated Landscapes Pty Ltd**  
Date: 30 October 2019

## Rehabilitation Policy

---

Co-Ordinated Landscapes expects all employees to co-operate with our rehabilitation efforts. We are committed to:

- Preventing injury and illness through safe systems of work and continuous improvement in all aspects of Workplace Health and Safety for all employees
- Complying with the Workplace Injury Management and Workers Compensation Act 1998
- Commencing the process of Workplace Rehabilitation as soon as is safely possible
- Creating a workplace climate that supports work-based rehabilitation and reflects the normal practice and expectation for injury and ill employees to make a safe return to work as soon as medically permissible
- Complying with any on-site reporting procedures which form an integral part of an approved rehabilitation programme implemented by any builder for whom Co-Ordinated Landscapes is carrying out work
- Ensuring that participation in a rehabilitation programme will not, of itself, prejudice an injured or ill employee
- Consulting with employees and their nominated representatives throughout the rehabilitation process
- Where ever practicable providing suitable duties for employees participating in rehabilitation. Where this is not possible, ensuring appropriate agencies assist the injured or ill employee to return to a meaningful and fulfilling role within the community
- Fully exploring the rehabilitation process for injured workers with a long-term disability prior to commencing a dismissal process.

Signed:



**David Beslich, Chairman**  
**Co-Ordinated Landscapes Pty Ltd**  
Date: 30 October 2019