

# PRIVACY POLICY

The Privacy Act 1988 (Privacy Act) regulates the handling, holding, use, access and collection of personal information (including sensitive information) about individuals. Personal information is information or an opinion about an identified or reasonably identifiable individual.

AWB Co. takes its obligations under the Privacy Act seriously when handling all personal information, including information about employees and subcontractors.

Personal information may be collected during your employment or engagement with AWB Co. during the recruitment/onboarding process and throughout duration of relationship.

Personal Information can include details relating to:

- ▶ Recruitment, Performance, Discipline, Resignation or Termination
- ▶ Terms and Conditions of Engagement
- ▶ Personal Contact Details
- ▶ Hours of work or remuneration
- ▶ Leave Entitlements
- ▶ Banking, Superannuation or Tax Details
- ▶ Health information or personal circumstances, where this is disclosed and relevant to your role. For example: when a treating doctor has disclosed restrictions on an employee's ability to perform certain tasks for their safety.
- ▶ Personal documents for AWB / client onboarding including but not limited to white cards, police clearances, Flu and Covid Vac Evidence, Inductions, Trade Certs and Licenses
- ▶ Medicals and Drug and Alcohol Testing results.

We may also access or collect any computer, internet, phone or other records or information that has been created or accessed during the course of your employment using company equipment or resources.

## MANAGEMENT OF RECORDS

The primary purpose for collecting information is to maintain your employee records and adequately manage your employment circumstances, salary and superannuation details. We will only retain your personal information as long as it's required for this reason, or where we are required to retain by law.

The Company will take all reasonable steps to ensure that any personal information collected is stored in a secure manner regardless of whether its collected or stored in electronic or paper format. We will ensure that such information is protected from unauthorized disclosure and will only share such information for purpose related to management of your employment circumstances or where legally required to do so.

Personal documents for AWB or client onboarding which are uploaded to Rapid Global, may be shared with external client parties if this is a requirement for completing works or services on their sites. This may include Vaccination records, police clearances, white cards, trade certs etc. Please do not upload documentation to Rapid if you do not wish for this to be shared for onboarding.

You may request access to, including correction where applicable, to any records regarding employment/engagement, unless this would unreasonably impact on the privacy of others or breach the Company's legislative obligations.

## EMPLOYEE OBLIGATIONS

Employees must also take their obligations under the Privacy Act seriously.

You must ensure that you handle any employee, subcontractor or client personal information in accordance with the Privacy Act and do not disclose it unlawfully. This includes ensuring that any personal information you encounter during your employment is kept private and used only for a proper purpose.

Breaches of this policy are taken seriously and disciplinary action, including but not limited to termination, may be taken for such breaches.

If you have any questions about this policy or would like any further information, please the Business Support Manager

This policy is applicable to AWB Co. and its subsidiaries in all its operations and functions including those situations where employees are required to work off-site where AWB Co. may also adopt any additional requirements of the responsible authorities for such sites. This policy shall be reviewed annually to ensure it remains relevant and appropriate specifically in response to any significant change in the business and or HIRAC outcomes. It is to be made available to employees and interested parties upon request, via the AWB website and through its display in a prominent position at AWB offices. This policy is also available within online shared servers. This policy shall be communicated to all workers via initial inductions and managed inline with AWB document control processes. The Senior Management Team takes overall responsibility for the effectiveness of the Quality management system. Senior management will provide support and encouragement to all management and supervisors, assisting them to demonstrate their leadership in their areas of responsibility.

Policy Authorised by



Graeme Kennedy  
Director  
02/11/2022

Policy Authorised by



Nick Stock  
Director  
02/11/2022