

OH&S/RISK MANAGEMENT POLICY

It is the policy of ***Felix Botanica Pty Ltd*** that a safe and healthy working environment exists at all work sites, by maintaining a high standard of Occupational Health, Safety and Welfare for all staff, sub-contractors and the public in compliance with Victorian Occupational Health and Safety legislation.

It is the responsibility of management of this company that all personnel are carefully instructed in the correct techniques for performing the job, which will include instruction in safe work practices and procedures and an awareness of all the hazards associated with their duties.

Hazard identification and control processes will be an important factor of any work site and staff and sub-contractors will be encouraged to participate in the process to improve the safety of the working environment for all workers.

All identified hazards will be investigated with processes for the control of hazards designed to eliminate or reduce any risk to a level acceptable to employees directly affected. No employee or sub-contractor will be expected to carry out duties which are considered to be unsafe.

Public safety is an important element which will be addressed at all work sites through the hazard identification process. Each site will be assessed for public safety issues and controls put in place, which will ensure a high standard of safety for all personnel.

This policy will be reviewed every two years to ensure continuous improvement in our occupational health and safety management program.

DATED:**27 March 2021**.....



David Chynoweth - Managing Director

ENVIRONMENTAL MANAGEMENT POLICY

It is the objective of ***Felix Botanica Pty Ltd*** to use initiatives to protect the environment from harm. Management will demonstrate leadership in our approach to environmental management, efficient use of resources and continually improve our control of activities that may create pollution and environmental risks. We will fulfill these objectives by identifying and implementing appropriate responses to environmental legislation and by looking for opportunities that go beyond these requirements.

It is the responsibility of management of this company to:

- commit our business to comply with the Victorian Environment Protection Act 2017;
- minimize any adverse effect our business has on the environment;
- prevent any pollution of land, air and water;
- encourage staff to contribute, co-operate and participate in all environment-related matters;
- provide training and information for all employees so that they can perform their tasks with minimum effect on the environment;
- take practical and reasonable precautions to identify, assess and control risks to the environment;
- monitor and evaluate the company's procedures annually;
- ensure that all staff are trained in safety requirements related to the site if a spill or any other environmental hazard occurs; and
- continually improve our ability to protect the environment from our activities.
- This policy will be reviewed every two years to ensure continuous improvement in our environmental management program.

DATED:27 March 2021.....



David Chynoweth - Managing Director

QUALITY MANAGEMENT POLICY

Felix Botanica Pty Ltd. is dedicated to delivering a service, as agreed by contract, at a quality that will meet our Clients' expectation whilst providing efficient and timely maintenance solutions within the contract budget.

Training will be made available to employees to enhance understanding of the quality policy, the procedures that flow from it and their effective application.

Our objective is to execute all work processes effectively and efficiently. To achieve this, the Company will ensure the policy will be understood, implemented and maintained at all levels in the organisation by developing procedures tailored to the desired work practices and ensuring these programs are complied with in the workplace.

Felix Botanica Pty Ltd. focuses on best practice with procedures defined to minimise waste and error across all Company activities, including project management, supply, maintenance work processes and the management of sub-contractors. We will provide adequate resources to develop and maintain quality, control and improvement initiatives.

Quality is a management responsibility and ***Felix Botanica Pty Ltd.*** will continually monitor the quality of all services whilst ensuring quality issues are considered in all purchasing requirements. Key performance indicators will be implemented to ensure conformance to agreed requirements and targets.

This policy will be reviewed every two years to ensure continuous improvement in our quality management program.

DATED:27 March 2021.....



David Chynoweth - Managing Director

EQUAL OPPORTUNITIES AND ANTI-DISCRIMINATION

STATEMENT OF POLICY

We recognise that discrimination is unacceptable and, although equality of opportunity has been a long standing feature of our practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The policy will be communicated to all private contractors reminding them of their responsibilities in respect of equality of opportunity.

We will maintain a neutral workplace in which no employee or other worker feels under threat or intimidated.

DATED:*27 March 2021*.....



David Chynoweth - Managing Director