

IPC MAINTENANCE

YOUR PRODUCTIVITY IS OUR BUSINESS

**IMPORTANT
INFORMATION FOR
EMPLOYEES**

Welcome to IPC Maintenance. Please read the following Policies and Procedures carefully and keep for future reference.

About us:

IPC Maintenance provides a range of specialist maintenance services. These services include:

- Specialist welding
- Insulation, cladding and sheet-metal work
- Mechanical maintenance
- Fabrication and modification
- Building Maintenance
- Scaffolding and Rigging
- Labour Hire
- Blasting and Cleaning
- Painting and Protective Coatings

IPC is therefore in a unique position in its ability to offer work experience outside your chosen profession.

With more than 200 employees, IPC has a culture focused on taking responsibility for client productivity. To facilitate this, the business is committed to providing a comprehensive and integrated service, employing the best possible people.

IPC works with partners responding to their changing needs – 24/7, 365 days a year and has full IOS certification. Service delivery and the allocation of personnel is customised to the specific requirements of each partner and project.

IPC aims to be the market's *benchmark* in the delivery of maintenance services in Western Australia by establishing *partnerships* based on a common purpose, absolute collaboration and continuous improvement.

Everyone at IPC Maintenance is responsible for their own behaviour and conduct in the workplace.

Everyone at IPC Maintenance, includes the Managing Director through to our shop floor employees. It is expected by all of us, that each of us, be conscious of and operate in accordance with the expectations of our business and our customers. These expectations are described in this Code of Conduct, Site Inductions among other forums.

The IPC Code of Conduct is made familiar to IPC leadership and employees by communicating its requirements at Safety Committee Meetings, Safety & Leadership Meetings and Pre-Start Meetings. It is posted on notice boards.

Our IPC Maintenance Values

Our values give us direction about what's expected of us and help to make our priorities clear. They help us understand where we're going and why we're here. IPC employees are expected to act with our values in mind.

Our values are:

- **One Team** – We are one team. We work together in the best interests of IPC Maintenance and our customers.
- **Think Safe, Act Safe** – We have a duty of care for ourselves and others.
- **Customer Focused** – We understand our customer needs. We provide our clients high quality service without rework. We claim only what we are entitled.
- **Add Value** – We operate efficiently to reduce internal operating costs.
- **Innovative Thinking** – We are challenged by problems and seek to continuously improve ways to solve them.
- **Take Personal Ownership** – We take responsibility for our own decisions and actions. We understand that our actions are within our control **and** that the consequences of our actions cannot be.

Our Conduct

Behaviour

We will:

- behave in a way that upholds our values to maintain our positive reputation.
- communicate with each other in a respectful and courteous manner always.
- treat each other with respect and fairness always.
- behave ethically, honestly and with integrity.
- act with care and diligence.
- maintain a safe and healthy workplace.
- maintain, use and continuously develop our knowledge and skills.
- comply with all lawful and reasonable directions given by IPC Maintenance.
- comply with all applicable Australian laws and regulations.

Communication and official information

We will:

- maintain appropriate confidentiality relating to IPC Maintenance confidential information.
- respect the privacy of individuals and the security of personal information.
- protect IPC Maintenance intellectual property.
- raise concerns of suspected improper use of business information.

Fraudulent, corrupt or misleading and deceptive behaviour of conduct

We will:

- not engage in behaviour or conduct that is fraudulent, corrupt, misleading or deceptive.
- not make use of IPC Maintenance information, systems, property or its position to gain or seek improper benefit for ourselves or a third party.
- report any actual or suspected breach of this Code of Conduct, fraud, corruption or misleading and deceptive behaviour.

Recordkeeping and use of information

We will:

- properly record actions, decisions and transactions to ensure transparency and accuracy.
- Ensure information, including confidential information, is recorded and handle in accordance with record keeping and company protocols.
- Obtain authorisation for destroying records.

Conflicts of interest and benefits:

We will

- disclose and take reasonable steps to avoid any actual, perceived or potential conflict of interest in connection with our work.
- openly declare private interests and affiliations that may conflict with or be perceived to conflict with IPC Maintenance or the relevant individuals' duties or position.
- ensure decisions are accurately recorded so that they are transparent and capable of review.
- follow legislated and/or policy requirements for managing real, perceived or potential conflicts of interest.
- ensure that the acceptance (or refusal) of gifts, benefits or hospitality is in accordance with IPC Maintenance policy.
- refuse any gift, benefit or hospitality that is likely to place IPC Maintenance under an actual or perceived commercial, moral or ethical obligation to other organisations or individuals.

Reporting suspected breaches of the Code

We will:

- report any actual or suspected misconduct or breach of the Code of Conduct, policies or procedures to IPC Management.
- accept that if we make a report of a breach or suspected breach of legal or ethical standards in good faith it will be dealt with in a confidential manner.

Compliance with Policies and Procedures

IPC Maintenance has many policies and procedures set out to specific legal and professional requirements and expectations. IPC Maintenance management and leadership personnel will lead the way in maintaining and communicating the standards we commit to in this Code of Conduct. IPC employees will adhere to these policies to protect IPC Maintenance reputation and relationships.


Breaches of Code of Conduct

We acknowledge the importance of the Code of Conduct to the good governance of IPC Maintenance and the potential seriousness of any breach.

Any employee who breaches this Code or any policies or procedures under it or authorises or permits any breaches by a subordinate in sufficiently serious circumstances, will be subjected to an internal investigation which may warrant in disciplinary action, including dismissal.



Mr David Carr
Managing Director
1st October 2019

	Document Title		Doc No.	HSEP001
	Health & Safety Policy		Rev	4.0
			Department	HSEQ

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

All are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), director(s) and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the following Occupational Safety and Health Act 1984 (WA), Occupational Safety and Health Regulations 1996 (WA) and all applicable national and international HSE based legislation, along with the codes of practice and other safety guidance material within the company's scope of operations.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

These entities are committed to working towards an injury free workplace. It is the responsibility of each of our people, in accordance with their duty of care obligations, to ensure they are fit for work. Fitness for work is being safe for work.

“Fitness for Work” requires an individual to be in a physical, mental and emotional state, enabling the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others

It is the responsibility of the individual to manage personal factors, which impact on their ability to perform work, unimpaired and to the full extent of their capability.

The safety and health management system address the following factors in relation to fitness for work:

- Fatigue management;
- Mental health and wellbeing;
- Alcohol and other drugs;
- Employee assistance program;
- Injury rehabilitation and return to work;
- Healthy lifestyle initiatives; and

The Company commits to:

- Providing a healthy and safe workplace which supports the health and wellbeing of our people;
- Using a range of strategies and tools to monitor our people’s fitness for work, manage continuous improvement and operate in accordance with relevant legislation and codes of practice;
- Promote and encourage our people to participate in wellbeing programmes to support healthy lifestyle choices, and
- Providing a free and confidential Employee Assistance Program for our employees.
- Enforcing minimum 10hrs breaks between maximum 14hr shifts.
- Holding a “Zero Tolerance” policy. Employees that screen positive for D&A will be stood down immediately with consequences pending administrative action.
- Adhering to Western Australian Government guidelines in regards to Covid 19 and other transmissible diseases.
- Providing a free and confidential Employee Assistance Program for our employees.
- Ensure that all our people are aware of, and comply with, this policy.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

These entities are committed to supplying services that, as a minimum, meet the requirements and expectations of our clients. Our management teams conform to the Equal Opportunity Act 1984 (WA) when recruiting new employees.

The objective of this Equal Opportunity Policy is to provide a workplace free of discrimination. This is demonstrated in each entity by:

- Recruiting and hiring persons without regards to:
 - Race;
 - Colour;
 - Religion;
 - Age;
 - Gender;
 - Sexual orientation;
 - Family responsibility;
 - Pregnancy;
 - National origin;
 - Physical/ mental impairment;
- Ensure that no person be denied access to promotion or employee related benefits based on the actual or perceived characteristics listed above;
- Administer appropriate disciplinary action, as outlined in the Just Culture Framework, in the event of proven cases of harassment or discrimination;
- Provide support and resources to employees that have been subjected to cases of harassment or discrimination;
- Provide a confidential means of reporting any instances where an employee believes they have been discriminated against;
- Consult with our people on a regular basis to ensure we provide a professional workplace where our people can perform their duties to their best ability without discrimination or harassment.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

IPC, GPA and PIA collects employee and client information to provide high quality goods and services. Personal information is collected to pay employees, contribute to employee's superannuation and verify employee qualifications or competency. This policy provides the framework to ensure personal information collected is stored or disclosed to third parties in a manner which does not compromise the control of the information by those who own it.

Personal Information is:

- Collected electronically and stored in one or more of these four cloud-based storage products: Dropbox, Definitiv and Teamwork:
 - Dropbox/One Drive is a file share service. Access to business files requires an authorised username and password. Files not in use are encrypted. When a Dropbox account is ceased, all associated files are deleted within 30 days.
 - Definitiv is the software used to manage payroll for PIA and IPC employees. Employee personal, banking and emergency contact details are stored here.
 - MYOB is the software used to manage payroll for GPA employees.
 - Teamwork is a project management tool used for tracking employee training; information such as mobile phone numbers and driver's licences are stored here. Personal information saved here is secured from unauthorised access and disclosure.
- Electronically distributed and subject to leaving an electronic footprint. Once information is stored in cloud-based web sites, it will be deleted from other locations (such as Outlook), to minimise its electronic footprint.

Hard copy. If personal information is provided in hard copy; it is either returned to the owner of the information or promptly scanned, destroyed and disposed of in paper recycling bins.
- Accessed only by those that require the information to fulfil their responsibilities. File access is password protected and is granted upon application with the Managing Director or their delegate.
- Information will only be disclosed to the following third parties:
 - Client requirements regarding employee qualifications and competency.
 - Regulatory agencies in the instance of being involved in a serious Health & Safety or Environmental incident.
 - First aid responders in the case of a medical emergency.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

IPC Maintenance is committed to providing a safe, healthy, and secure environment for all our employees and for those affected by its operations and activities. The quality of IPC Maintenance work will not be compromised by the presence of people under the influence of alcohol, non-prescription drugs or over the prescribed dose of prescription medication in the workplace. This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol, or other substances. IPC maintenance recognises the inherent risks associated with drug use, alcohol abuse and abuse or misuse of other substances. The policy is designed to eliminate these risks from workplaces and their surrounding environments.

This policy applies to all direct employees, agency, and sub-contractor employees whilst at their workplace and visitors to company premises or workplace.

The essential requirements of this policy are that:

- Employees must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.
- IPC Maintenance has a **'zero tolerance'** to drugs and alcohol. Employees are not permitted to work while under the influence of drugs or alcohol.
- Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal must immediately be removed from the workplace.
- IPC Maintenance will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. IPC Maintenance also reserves the right to carry out random drug testing where it is considered appropriate.
- Provide assistance through a range of preventative, educational and rehabilitative measures to overcome drug and alcohol problems that could impair an employee's ability to work safely.
- Encourage our employees to maintain good health and well-being through a suitable lifestyle balance.

An employee/contractor has the responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work duties safely; the employee must notify their immediate supervisor so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.

In the event that drugs or alcohol are found of company premises, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol or requiring workplace participants to undergo a drug or alcohol test.

Disciplinary Process

The company will carry out screening for alcohol and drugs using one or both urine sampling and saliva sampling methods. Testing may be carried out on reasonable suspicion or following an accident or incident. The company also reserves the right to carry out random drug testing where it is considered appropriate. The disciplinary process will be invoked and may lead to summary dismissal, in the case of any direct employee who:

- Is removed from a workplace due to impairment or suspicion of impairment caused by substance abuse, drugs, or alcohol consumption.
- Provides a positive test result when tested by an accredited NATA facility.
- Is found to have a blood alcohol level of more than 0.00 or more, or the equivalent in urine or breath sample.
- Refuses to undergo a screening test for drugs and alcohol, or
- Is found supplying illegal drugs in a company workplace.

Employees placed at client's sites that have implemented, regular or random drug and alcohol testing are required to participate and adhere to the client's drug and alcohol testing policy. This may include pre-employment drug testing programs.

Persons found to be exhibiting the effects of drugs or alcohol may be required to have an appropriate test conducted. If a positive drug or alcohol reading is recorded at any time, the employee will be subject to disciplinary actions possibly including suspension and/or termination.

Any employee found to be exhibiting the effects of drug or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately.

- As part of our commitment to maintaining safe work practices, IPC Maintenance is unable to allow employees to resume work until such time as they undertake testing, and a negative result is obtained.
- Employees sent home or to a medical examination, must report to the appropriate IPC Maintenance department following
- Employees who return a positive result or refuse testing will not be paid for this time off work until a negative drug test is returned.

Requests for help

The company will treat any request for assistance from an employee who volunteers the information that they have an alcohol or drug related problem sympathetically. A request of this nature will not be accepted subsequent to or immediately prior to testing for alcohol and drugs. During any regime of treatment, the individual would remain subject to the requirements of this policy whilst at work.

Drug & Alcohol Management Strategies

- IPC maintenance will ensure that where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented.
- Such control strategies will focus on job performance and safety and will be implemented in conjunction with appropriate counselling provides by our Employee Assistance Program, Relationships Australia.
- The Drug & Alcohol Policy will be provided to new all new employees upon commencement with IPC Maintenance and associated companies.
- Workers are encouraged to report drug and alcohol problems that could present safety risks.
- Suitable training will be provided, if needed, so that workers will know how to deal with drug and alcohol misuse appropriately.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated and followed up with further action when required.

Manager & Supervisor Commitment

Managers and Supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices.
- Effective action is taken to prevent accidents, incidents, or injuries, which could result from drug or alcohol misuse.
- Risks arising from drug or alcohol misuses are identified, assessed, and controlled.

Confidentiality

When addressing issues relating to drug and alcohol misuse, all parties should be sensitive to the individual's right to confidentiality, privacy, and dignity. However, employees need to be aware that associated companies need to be informed about issues that may affect safety in the workplace. If the employee is aged less than eighteen years, then a parent/guardian needs to be involved.

The policy will be notified to sub-contractor and agency firms, and it will be a condition of their contract with the Company that this policy applies to anyone they sent to work in a company workplace. In the event of any of their employees being found in breach of this policy they will be permanently excluded from all company workplaces. Visitors to company workplace will also be notified of the requirements of this policy.



Mr David Carr
Managing Director
31st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

Social media consists of tools such as websites and applications that allow users to create and share content and to participate in social networking.

Social media may include:

- Social Networks, such as Yammer, Facebook, LinkedIn etc.
- Media Sharing Networks, such as Snapchat, Instagram, Soundcloud & YouTube etc.
- Bookmarking and content curation Networks, such as Pinterest etc.
- Corporate Networks, such as SharePoint or Skype etc.
- Blogging Networks, such as WordPress or Newshub etc.
- Micro-Blogging Networks, such as Twitter & Tumblr etc.
- Discussion Forums, such as Speechbubble & Whirlpool etc.
- Wikis, such as Wikipedia etc.
- Online gaming Networks, such as World of Warcraft & Second Life etc.
- Sharing Economy Websites, such as Gumtree & Uber etc.

The term **POST** in this policy refers to any shared or created content put on social media. This could be a post on Facebook, a message in Skype or content created and edited on Wikipedia.

Staff have the right to participate in public and political debate. But in some cases, their responsibilities may limit their ability to participate fully in public discussion, including on social media. We respect the right of staff to participate in public and political debate in their private lives. In doing so, staff must behave in a way that does not call into question their capacity to act apolitically and impartially in their work.

It is also important that staff do not risk the reputation of the Company or clients with comments they make online. Staff can generally make public comments in a personal or private capacity if the comment is lawful and does not negatively affect the Company or its clients.

When using social media, it is not acceptable at any time to:

- Use Company property (*computers, phones etc.*) to engage in social media activities other than for work related activities.
- Use official email addresses for anything other than business related activities.
- Post any Company information/details that are not authorised.
- Post comments or images that are obscene, offensive, threatening, harassing or discriminatory in relation to work or another staff member, a stakeholder or client.
- Post/create content that portrays the Company, Staff, its clients in a negative manner.
- Release/Post sensitive information relating to Company or a client's activities that may affect the competitive operations of the Company or clients of the Company.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

These entities are committed to supplying products and services that, as a minimum, meet the requirements and expectations of our clients.

To achieve the above objective our integrated HSEQ Management System is compliant to ISO 9001. The successful provision of our services is as a result of the commitment to those objectives.

This is demonstrated in each entity by:

- Seeking to continually improve all areas of our businesses;
- Regularly gathering and monitoring our client feedback;
- Effectively plan, organise, implement, monitor and review projects to ensure clients' expectations are met or exceeded.
- Ensure that training is provided at all levels of employees to competently complete their assigned tasks.
- Effective and comprehensive planning;
- The full participation of employees in our HSEQ management systems; and
- Promoting a culture of continuous improvement.
- Value our staff's contributions, knowledge by retaining and developing staff.
- Promote an ethical conscience with respect to working conditions and environmental issues.
- Foster good working relationships with personnel and clients by effective communication, transparent and open response to the client's needs.
- Satisfying all applicable requirements and complying with relevant laws and regulations.
- Identifying and managing risks to the business entities

Our management is fully committed to the implementation of the HSEQ Management System and ensures full participation of our teams with its requirements.



Mr David Carr
Managing Director
1st October 2019

The following entities all conduct operations under a single HSEQ Management System.

- IPC Maintenance (IPC)
- Galvanised Poles Australian (GPA),
- Poles Installation Australia (PIA),

These entities are committed to the protection and preservation of the environment through the implementation and utilisation of responsible operations and environmental management practices.

Our activities are conducted in a manner which minimises environmental impact, conserves resources and encourages environmental sustainability.

We're conscious of our responsibilities to continually improve our environmental performance through sustainable practices. Our commitment to environmental management is demonstrated by:

- Complying with or surpassing all applicable environmental legislation, regulations and standards to which the Company subscribes.
- Identify potential impacts and develop mitigation programs and controls.
- Promote sustainability through efficient use of natural resources and energy, including reuse or recycling of waste resources where appropriate.
- Prevent pollution through adoption of practical waste and emissions reduction practices and technologies.
- Continual improvement by establishing environmental objectives and targets and performance evaluation system with associated indicators.
- Ensure our employees and stakeholders are appropriately informed of our policies, management system and performance.
- Driving a culture of continuous environmental improvement.
- Understanding and managing our environmental risks with the goal of minimising the risks.
- Actively working to minimise pollution, manage waste streams and address relevant biodiversity issues
- Engaging with our customers, employees and shareholder on environmental issues.
- Set out and achieve a goal of zero environmental incidents.



Mr David Carr
Managing Director
1st October 2019

Write your initials once you have read through each policy, confirming you understand and agree with each.		Employee Initials								
1	IPC's Code of Conduct: You understand and agree to uphold the Code of Conduct while employed with IPC and agree to report any misconduct or breach of this document.									
2	Health & Safety Policy: You understand and agree with this policy.									
3	Fit for Work Policy: You understand and agree with this policy.									
4	Equal Opportunity Policy: You understand and agree with this policy.									
5	Privacy Policy: You understand and agree with this policy.									
6	Drug & Alcohol Policy: You understand and agree with this policy.									
7	Social Media Policy: You understand and agree with this policy.									
8	Quality Policy: You understand and agree with this policy.									
9	Environmental Policy: You understand and agree with this policy.									
10	I understand it is mandatory to complete a Take 5 risk assessment prior to conducting each job assigned to me. Take 5 pads will be provided to me by my supervisor. (Please ask your supervisor how to conduct a risk assessment if you have never completed a Take 5 before).									
11	I understand that under Section 20 of the Western Australian Occupational Health and Safety Act 2020, the employees Duty of Care means to: <i>"take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work."</i> I understand that it is my duty of care to comply with: <ol style="list-style-type: none"> All site HSEQ protocols as described to me during site inductions; All job-related Permits to Work, Job Safety Analysis and Take 5s; and Any directives from management. If directives put me at risk, I understand that I am able to STOP work until the hazard has been controlled to <i>As Low As Reasonable Practical</i>. 									
12	I understand it is my responsibility to wear mandatory PPE for any job that is assigned to me. I understand that I am to wear it correctly and only wear it if I have been provided the appropriate training.									
13	I understand that I cannot use any portable electrical tool unless it has been tested and tagged by a qualified person.									
	<table border="1"> <tr> <td>Jan – Mar</td> <td style="background-color: red;"></td> <td>Apr – Jun</td> <td style="background-color: green;"></td> <td>Jul – Sep</td> <td style="background-color: blue;"></td> <td>Oct – Dec</td> <td style="background-color: yellow;"></td> </tr> </table>	Jan – Mar		Apr – Jun		Jul – Sep		Oct – Dec		
Jan – Mar		Apr – Jun		Jul – Sep		Oct – Dec				
14	I understand that I cannot use any fall arresting or lifting equipment unless it has been tested and tagged by a qualified person.									
	<table border="1"> <tr> <td>Jan – Mar</td> <td style="background-color: red;"></td> <td>Apr – Jun</td> <td style="background-color: green;"></td> <td>Jul – Sep</td> <td style="background-color: blue;"></td> <td>Oct – Dec</td> <td style="background-color: yellow;"></td> </tr> </table>	Jan – Mar		Apr – Jun		Jul – Sep		Oct – Dec		
Jan – Mar		Apr – Jun		Jul – Sep		Oct – Dec				

By signing this document, you state that you have read and understood each policy. You agree to uphold the standards set in each policy where applicable to you and report any breach of a policy to the relevant team members:

_____ (PRINT NAME)

_____ (SIGNATURE)

_____/_____/_____
(DATE SIGNED)