



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Risk Management Policy

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Authorised: Group Human Resources & Compliance Manager

FINANCIAL RISKS

Tomax Logistics Australia undertakes the following to ensure minimal exposure to financial risks:

- All cheques or online payments required to be signed or authorised by at least one senior financial officer
- All banking of deposits to be completed in a timely manner
- All cash receipts to be counted in financial controller's office by two people
- Any expenses for applicable staff to be reimbursed in accordance with budgetary items and Line Manager approval
- Accounting records to be maintained within standard accounting practice and audited to meet income requirements
- Cheque books and associated records to be kept in a safe and secure location
- Statement of accounts, including bank reconciliation, to be presented to the Finance Director each month.

PUBLIC LIABILITY INSURANCE

Tomax Logistics Australia is to ensure that the appropriate Public Liability Insurance Policy is in place for all work carried out, activities and events that take place within the confines of our office location and extremities.

PROPERTY INSURANCE

All property is adequately insured under a general insurance policy.

PROTECTING PEOPLE (DUTY OF CARE)

Working with minors

Anyone working with minors must hold a current "Working With Children check"

No one will work with in isolation minors, other than their own children.

Transport

Anyone requiring to be transported by Tomax Logistics Australia staff members will be afforded the protection of and only be transported by those staff who are conversant with Tomax Logistics Australia's zero tolerance policy in relation to sexual and other forms of harassment.

CONFLICT RESOLUTION

Line Managers will ensure that the following guidelines are observed:

- Any instance where a Manager or Supervisor becomes privy to any negative comment regarding the activities of the Company or any of its staff or visitors is to be brought to the attention of the Group Human Resources & Compliance Manager or Line Manager;
- Where it appears that individual staff members or visitors have experienced a clash of personalities, every effort must be taken to ensure that these differences are reconciled outside the confines of the work premises. Such differences are not to be condoned within the sight or presence of the other staff or visitors;
- Where a meeting of the parties to a disagreement or dispute cannot be reasonably agreed to or arranged, then the Group Human Resources & Compliance Manager or Line Manager will contact each party individually with a view to reconciliation;
- It is strongly recommended that Directors/Managers act in a manner that affirms confidentiality and sensitivity towards the points of view of each of the parties involved in any suspected breach of harmony, or in any conflict situation, or perceived or potential conflict situation.

SAFE USE OF ELECTRICAL EQUIPMENT

All reasonably practicable steps should be taken by way of a risk management process to ensure that electrically powered equipment is without risk to health and safety when correctly used. This process should detect any adverse condition that could make the equipment electrically unsafe

All electrically powered equipment should be regularly inspected, tested and tagged using Standards Australia's AS/NZS 3760 (In-Service Safety Inspection and Testing of Electrical Equipment) as a guide.

It is important to look at the scope of AS/NZS 3760, as this will establish how to apply the standard correctly. Tagging will ensure a readily accessible and visible record of when testing occurred, as a reminder for further testing and as a record of a test result.

However, not all electrically powered equipment requires regular testing: in some situations, equipment such as extension leads to appliances may not present a risk to the user, provided there are no frayed cords or exposed live parts.

Care should also be taken to ensure that loose extension leads are not displayed across floors, where paths of travel might cause persons to unwittingly trip, slip or fall on account of inappropriately placed cords. To minimize this risk in all such cases, the use of loose electrical cords should preferably be avoided in heavily trafficked areas, or at least taped down where this is impractical.

Recording of inspections and repairs undertaken should also be a fundamental part of any risk reduction strategy. Where equipment is identified for repair, it should immediately be removed from service and appropriately labelled. Only persons deemed competent through a combination of training, education and experience should undertake testing (and repairs). Advice on testing (and repairs) should be sought from power suppliers or electricians as to specific licensing requirements. Discussions with persons involved in the design, manufacture, supply or importation of any electrically powered equipment may assist in developing a risk management plan.

In deciding what steps are reasonably practicable, you should weigh up the magnitude of risk to all parties against the cost (both monetary and non-monetary) of taking steps to eliminate those risks.