



TOMAX
L O G I S T I C S

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

Business Environment Policy

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Authorised: Group Human Resources & Compliance Manager

WORK AREAS

As many employees work in an open plan area it is important to keep your work desk clean and tidy. Our expectation is that the workstation should be in a presentable state when clients come and visit the office.

HYGIENE

Now more than ever it is imperative that we continue to help minimise the spread of COVID-19 by following basic hygiene practices.

- Cleaning our hands regularly with soap and water or alcohol-based sanitiser located around the office.
- Cover your nose and mouth with a tissue or bent elbow when sneezing - dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid touching your face, nose and mouth and shaking hands.
- Avoid close contact and remember to social distance (1.5m)

SECURITY

Entry into the Tomax Logistics premises outside of normal business hours will be by way of keys/security pass. It is the responsibility of each employee issued with a key/security pass to ensure that it is kept safe. If building access devices are lost the CEO must be notified immediately. Employees must ensure that any confidential /sensitive information is locked up overnight and secure.

KITCHEN POLICY

Always keep the kitchen clean and tidy. You should be mindful that this is a public area and you should be respectful to others by always cleaning up after yourself. This means if you use something, be it a piece of cutlery, plate or bowl it needs to be washed properly and dried and put back in its place. If you pour remnants of food down the sink, please pick up the leftovers and put them in the bin so the drain doesn't get blocked. The last thing we want to see is bits of noodle and salad stuck in the drain.

BATHROOM

Always keep the bathroom clean and tidy. You should be mindful that this is a public area and you should be respectful to others by always cleaning up after yourself. Please ensure that if you use the last of the toilet or hand roll you replace it with a new one. Please make use of the sanitary disposal bins where necessary and report any faulty issues to the HR Coordinator or Group HR & Compliance Manager.

PRINTER CARTRIDGES

Certain manufacturers are doing their part for the environment by taking responsibility for the printer cartridges they produce and recycling them, so please do your part by placing used printer cartridges in the appropriate disposal box found in the downstairs storeroom.

WASTE BINS

Please ensure that all general waste is placed into your workstation waste bin or kitchen bins. This includes recyclable materials such as:

- Milk cartons
- Glass bottles and jars
- Plastic bottles and containers
- Coloured aluminium and steel cans

No sensitive information is to be placed in this bin. These bins are emptied every Friday evening so please ensure your waste is disposed of before then.

CARDBOARD BIN

Please place all cardboard that needs to be disposed of into the cardboard bin, which is the blue tub beside the secure bin in the foyer. Please ensure you break down the box before placing it into bin. This bin is emptied every Friday evening so please ensure your cardboard is disposed of before then.

SECURITY BINS

Please place all sensitive and confidential information that needs to be disposed of into the locked security disposal bin. The key for this bin will be the responsibility of the Chief Financial Officer.

Documents placed in the security bin include but is not limited to:

- Company information
- Client information
- Forms
- Terms and Conditions
- Policies and Procedures

The security bin is collected every Tuesday, so please ensure you dispose of secure information in a timely manner.