



TOMAX
L O G I S T I C S

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

Personal Consignments Policy

Document # 20160823-085A

Reviewed: May 2023

Next Review: May 2025

Authorised: Group Human Resources & Compliance Manager

PURPOSE

This policy addresses the set up and treatment of Tomax employee's personal consignments arriving at Tomax offices and warehouses.

PRE-SHIPPING

Wherever possible, employees must have personal consignments sent to their private home address, or other private address as first preference. Where private addresses are not able to be used, employees must instruct the company responsible for arranging the freight that consignments should be addressed as follows:

[Employee Name]
PERSONAL ITEM
19/202 Ferntree Gully Road
Clayton VIC 3168

ON ARRIVAL

In the event of an employee's personal consignment arriving at Tomax reception, reception staff must process as follows:

1. Check the consignment to ensure it has been addressed in the appropriate manner as listed above. If the consignment is not addressed appropriately then advise the Group HR & Compliance Manager, so that the employee can be further instructed. The Shipping Manager should also be advised and provided with a copy of the consignment note so that they may follow up with the courier company and ensure the inbound customs entry was not lodged showing Tomax as the importer/owner.
2. Advise the employee that their parcel has arrived and that they should collect it immediately and either; a) put it in their car if available, or b) store it at their desk until they leave for the day

In the event that a courier company attempts to deliver an employee's personal consignment to the warehouse/dispatch area, staff should direct the courier to reception to ensure the consignment is handled appropriately.