



**TOMAX**  
L O G I S T I C S

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

## **COVID-19 Safe Office Policy**

**Document # 20100208-021A**

**Reviewed: October 2022**

**Next Review: October 2024**

**Authorised: Group Human Resources & Compliance Manager**

### **PURPOSE**

The purpose of this policy is to provide information and guidelines to staff in relation to returning to work after the COVID-19 Coronavirus outbreak to ensure that all employees' needs and well-being are considered, whilst at the same time protecting the Company's interests and ability to offer complete services to clients.

### **POLICY**

The government and public health recommendation to work from home has been removed so it is with much pleasure that we welcome all Tomax staff back into our offices and warehouses. Where possible we are happy to continue to provide flexible working arrangements for all employees, allowing working from home and in the office.

We would like to encourage staff to work from the office as much as possible to promote increased efficiency, social interaction and a healthy mindset. However, we understand that there may be some stress and anxiety for staff who may not yet feel comfortable or safe returning to the office, therefore we are flexible in our approach and ask that you to reach out to your manager or HR if you have any concerns.

Masks will not be required to be worn in the office, but please feel free to do so if that makes you feel more comfortable.

### **WORKPLACE RULES TO LIMIT THE RISK OF COVID-19 SPREAD**

In order to minimise the risk of COVID-19 we still ask that you follow general social distancing and hygiene advice which includes:

- Avoiding close contact with each other – keeping at least 1.5 metres apart
- Avoiding hand-shakes and physical contact between each other
- Wash your hands for 30 seconds often with soap and water before and after eating, going to the bathroom, as well as when attending any communal facilities such as kitchens and restrooms in our workplace
- Do not attend the office if you feel unwell – whether they are COVID-19 related symptoms or not
- Cough & sneeze into your elbow
- Avoid touching your face

### **WHAT TO DO IF YOU TEST POSITIVE FOR COVID-19**

If you have tested positive for COVID-19, whether you are asymptomatic or not, we request that for the safety of all staff you work from home for 5 days. If you are unable to perform your general duties, please contact your line manager directly to discuss your options.

### **DRESS CODE ADJUSTMENT**

The dress code standards have been reviewed and adjusted to smart casual, unless you are required to attend a client meeting offsite where business attire is expected.

All employees are to maintain a respectful, neat and tidy appearance that is in line with the image of Tomax Logistics. Attire should not be immodest, sexist or offensive to other employees, clients or visitors.

Inappropriate attire includes:

- Mini skirts (any length 20cm above the knee)
- Short shorts
- Overly tight or revealing attire
- Singlets
- Sweat pants
- Offensive graphics or messages

For more information relating to appropriate business attire please refer to the *Dress Code Policy – 20130904 – 056A*.