



League Engineering Services (LES) Employee Handbook

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Welcome

It is our pleasure to welcome you aboard the League team.

Please take the time to read through our handbook which will help you to familiarise yourself with our values and policies as well as providing you with helpful information.

Our Values and Behaviours

Values

At League, our values act as a reference point for everything we do. We demonstrate our values in our actions, behaviours, and decisions each day when dealing with each other, our customers, the community, our suppliers and our owners.

- We are **Safe, Disciplined and Reliable** and meet our commitments
- We **invest** in our **people** and promote **good mental health & wellbeing**
- We engender **Trust and Integrity** and are known for this
- We are **Authentic**, speak-up and involve both ourselves and others
- We are **Collaborative** – one team focused on outcomes

Behaviours

The way that you behave is a reference to who League is and who we are as a team. We need you to work safely and present yourself in a respectful manner in all dealings, abiding by our 7 behaviours:

1. Acts always in accordance with League's guiding values, which means working collaboratively as one team across League entities; behaving with integrity in all dealings with others and putting our customers at the heart of everything we do.
2. Seeks responsibility and shows a willingness to take on and achieve challenging goals. Takes the initiative to act immediately and taking accountability for actions and outcomes. Shows high levels of motivation to work autonomously, drive and determination to achieve goals set.
3. Respects and co-operates with the team and customer, sharing problems and accepting support. Adopts a friendly and approachable manner; shows tolerance and consideration of others.
4. Communicates clearly and confidently, both orally and in writing. Shares information and relays instructions.
5. Gathers information and asks questions to understand context and check assumptions. Recognises problems, identifying the root causes; weighs up alternative options and makes reasoned judgements.
6. Reacts positively to change and defends new ideas and approaches to others. Suggests ways in which their work could be approached differently generating ideas and practical solutions.

7. Produces high quality work, reacting positively to feedback. Checks understanding of requirements, responding promptly to requests. Maintains composure and focus under pressure, coping with disappointments or setbacks.

About League

Gavin Ivey, our Managing Director has more than 30 years' experience in the labour hire/engineering industry, national account management experience and hands-on experience in managing the needs of Industry and Workforce Participation/Training requirements. Leading from the front, his laser focus on customer service has shaped the business to what it is today.

Contacts

Payroll: M 0420 450 707
admin@league.com.au

HR: M 0438 098 666
hr@league.com.au

Our Offices

Adelaide, SA
T 1300 799 153

Mannum, SA
T 1300 799 153

Gympie, Qld
T 1300 799 153

Code of Conduct



While working with League, all employees must comply with our Code of Conduct which is based around our principles, values and policies. It outlines the standards that are expected of our employees on a day-to-day basis. All employees have a responsibility to ensure that their own conduct, behaviour and actions comply with our Code.

The standards expected of employees include, but are not limited to:

- compliance of League's code of conduct, policies and procedures;
- compliance of all workplace health and safety policies, rules and regulations;
- ensure you are fit for work, model good behaviour, honesty and respect in all dealings with customers, clients, co-workers and the general public;
- not to give, offer, accept or request bribes, facilitation payments or other prohibited payments or offer, accept or request irregular payments or other items of value to win business or influence business decisions;
- not to discriminate, harass or bully in the workplace;
- not to pressure or bully anyone on their decision to join or not to join a union; and
- not to possess, distribute, sell, consume or be under the influence of drugs and alcohol whilst in the workplace.

For the complete copy of our Code of Conduct please visit our website www.league.com.au

Employment Conditions

Welcome Pack

League will provide each new employee with a welcome pack that will contain:

- 2 long sleeved reflective hi-vis shirts – to be rolled down at all times
- A reflective hi-vis vest
- A reflective hi-vis jacket (jackets and beanies distributed through the cooler months)
- Safety glasses – to be worn at all times on site
- Safety gloves – to be worn at all times on site where required
- Glove clip
- Timebook



Superannuation

We pay our employees' superannuation contributions monthly, on or before the following dates to your nominated superannuation fund.

See below link for more information.

https://www.superguide.com.au/how-super-works/rules-offering-choice-super-fund-new-employee#Determining_a_super_fund_for_new_employees

Discrimination

It is a requirement at League that no person be discriminated against because of their age, sex, disability, pregnancy, country of birth or origin, nationality, religion, colour, marital status or sexual preference.

Discrimination occurs when a distinction is drawn between people so as to disadvantage one against another. Discrimination statements are often based on making assumptions about a person, eg –

“All XXXX are lazy” - racial discrimination;

“He’s too old, we need someone younger” – age discrimination.

“She won’t be able to do that with only one arm” – disability discrimination.

“Married women with children will have lots of days off” – sex discrimination.

For a copy of our Discrimination Policy, please visit our website www.league.com.au

Harassment

It is a policy at League that the workplace is free from harassment and intimidation of either a physical or verbal nature, not only because such behaviour is undesirable, but also because it is against the law.

Two major harassment areas are bullying and sexual harassment.

Bullying

Bullying includes a wide range of unacceptable behaviour including blaming, labelling, sarcastic comments, foul language, threats, verbal abuse, intimidations, bad mouthing, ganging up, excluding, isolating, threatening someone will be sacked or forcing someone to resign.

Bullying may be the unintended consequence of poor communication skills, but the effect (and risk) is the same.

Sexual Harassment

Sexual harassment normally falls into one of three categories of behaviour. If the behaviour occurs at work related activities, eg, at training courses, work or social functions, it will still fall under the definition of work harassment.

Verbal

Sexual harassment also covers words which fall below the line of what is acceptable including: -

- Sexual innuendo
- Suggestive comments, eg, about a person's appearance or body
- Smutty jokes
- Sexual propositions
- Continual requests for dates
- Comments or questions about a person's sexual habits
- Foul language
- Sexually explicit phone calls or other conversations
- Offensive phone calls or voicemail messages.

Visual

- Sexual or nude photographs, pictures or computer graphics
- Demeaning or rude cartoons
- Offensive email messages, including lewd jokes.

Physical

- Unwelcome touching, pinching, fondling or patting
- Brushing against the body
- Impeding or blocking movement

- Kissing
- Leering or staring
- Sexual assault.

What is NOT Sexual Harassment

- Genuine compliments about appearance, eg, a new haircut, dress, tie, etc.
- Terms such as 'luv', 'darling', 'baby', etc, which although not sexual are often resented, as they are seen to be over familiar or being talked down to.
- Mild profanity or coarseness, which although unprofessional is not sexual behaviour.
- Invitations to work social outings where other staff will be present.

How to Protect Yourself from Sexual Harassment at Work

Work is not a social situation and whilst League encourages a friendly work environment, it is important not to be unnecessarily familiar or suggestive.

If someone is suggestive or uses language you find offensive, then let them know politely but firmly that you are upset by their actions or words. Tell them what you find not acceptable.

Note: As sexual harassment is a personal as well as a work issue, there is an emphasis on self-help as well as company help.

What to do if You are Harassed

Firstly, attempt to tell the harasser the unacceptable nature of their behaviour. If it is too difficult to tell them to cease the behaviour, then consider sending them a note or email asking them to stop.

If the behaviour persists, keep a record of when and where the incidents occurred and what exactly happened, then advise the Director. What happens next will depend on whether you require counselling on how to handle the situation, or alternatively, whether you wish to lodge a complaint and have the company conduct an investigation.

We are committed to taking immediate action to investigate a harassment complaint and will act in a way that protects the rights of both the complainant and the alleged harasser. We will also keep information gathered strictly private.

We have established procedures for conducting an investigation and if harassment is proven, as with other breaches of professional behaviour, the result will be disciplinary action through one of the following actions according to the seriousness of the behaviour.

Minor non-compliance will normally result in a disciplinary warning.

Serious non-compliance will normally result in disciplinary action. This may include suspension or dismissal. Management will consider each case individually in consultation with its professional advisers.

For a copy of our Harassment Policy, please visit our website www.league.com.au

Workplace Health and Safety

The management of League is committed to providing and maintaining a safe and healthy working environment for its employees and anyone entering upon its premises or with connection to the organisations business operations. The aim of League's Health and Safety Policy is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers and to minimize the risks of injuries. Likewise, we expect all employees, volunteers, contractors, temporary employees, clients and visitors to follow safe work practices as prescribed under the legislation and in our policies and procedures, and that they make every effort to reduce the risk of injury to themselves and others.

League also recognises the importance of providing adequate resources to support its commitment to WHS to further ensure that the workplace is safe and without risk to health and safety.

Workplace health and safety is a major priority and must be considered during all work performed on our behalf.

Compliance

All workplaces in Australia are protected by the Work Health and Safety Act 2011 (WHS Act) and associated Regulations, Industry Codes of Practice and Australian Standards and this policy is designed to comply with this legislation.

Responsibilities

WHS is important and we all have a responsibility to ensure that we have a safe and healthy working environment, and we require and support all employees, volunteers, contractors,

temporary employees, clients and visitors to actively participate in all areas of WHS in the organisation so that we may achieve this goal.

Workers and other persons at the workplace are:

- not to endanger their own health and safety or that of others at the workplace;
- to follow instructions given to ensure health and safety;
- not to interfere with wilfully or recklessly, or misuse anything provided to ensure health and safety; and
- to use personal protective equipment provided to carry out the work safely.

This means as a worker you should:

- conduct your work in a safe way and follow the procedure compiled for the work;
- use the personal protective equipment provided and maintain it when necessary;
- operate only machinery and equipment you have the competency to operate;
- report any faulty machinery and tools to your supervisor;
- report any hazards or unsafe conditions to your supervisor;
- report any injuries, illness and close calls (near misses);
- take care to protect your own health & safety and to avoid adversely affecting the health and safety of others at work;
- ensure you do not proceed with any task without having the appropriate knowledge or training to perform the job safely and correctly;
- follow all WH&S policies and procedures when undertaking assignments;
- obey any reasonable direction given in relation to health, safety or welfare matters;
- ensure you are not affected by drugs or alcohol at any time at work; and
- keep your work area in a clean and tidy state.

Consultation

Another key initiative in minimising WHS risk in our organisation is through consultation with workers. Therefore, we will consult, co-operate and co-ordinate our WHS activities with all other persons who have a WHS duty in relation to that activity, including contractors, temporary employees, volunteers and clients, as far as is reasonably practicable.

The information within this booklet provides your safety induction. You must use your best endeavours to comply with the requirements of the relevant work health and safety legislation,

as provided in your Induction. This includes obeying all lawful instructions and complying with any lawful rules, processes and procedures as amended from time to time.

You must advise us of any change in your capacity, either physical or psychological, to work safely and without risk to health, including but not limited to any injury, illness or medication you are taking (prescribed or otherwise).

You must notify us if any party requests or directs you to perform unsafe tasks.

We may at our sole discretion, direct you to complete a medical assessment either prior to the commencement of your employment, or during the course of your employment, where it is reasonably required to determine your capacity to perform work safely and without risk to health and safety.

For a copy of our Work Health Safety Policy, please visit our website www.league.com.au

Drugs and Alcohol

At League, we have zero tolerance towards Drugs and Alcohol. It is your responsibility to be ready and fit for work to keep you and others around you safe.

The effects of intoxication and the regular use or dependence on drugs or alcohol are associated with impaired judgement and skills, reduced concentration, absenteeism and increased workplace accidents. These behaviours and activities may seriously affect employee safety within League Services.

It's important to know the rules on site and to operate within the law.

For a copy of our Drug and Alcohol Policy, please visit our website www.league.com.au

Environmental and Sustainability

We work closely with our customers and the teams on the ground to achieve environment and sustainability targets and promote sustainability for the project's lifecycle.

The aim of our Policy is to:

- Demonstrate our commitment to the environment we are working in
- Collaborate, consult and support with our customers, employees and stakeholders to reduce the impact our work has on the environment
- Drive and support any environmental and sustainability initiatives
- Comply with all relevant regulatory and statutory requirements
- Educate and encourage our people to maintain a safe and healthy environment

For a copy of our Environmental and Sustainability Policy, please visit our website www.league.com.au.

Social Media

We acknowledge that employees have the right to share their personal content through social media platforms, however when employed by and representing League, such use of these communications has potential to damage League, our employees, customers and stake holders. There are circumstances in which inappropriate use outside the workplace can breach the duties an employee has to League. These duties include obeying lawful commands of the employer, to display due care and skill in the performance of work, of confidentiality, of fidelity and not to commit misconduct.

Our employees will not:

- Disclose confidential or private information that is not readily available to the public;
- Post or share any information or photos from or about projects without prior approval from the project management;
- Make offensive, hostile or defamatory comments and/or actions;
- Discriminate, harass and/or bully another person;
- Supply confidential business-related information to another party; and
- Make unauthorised comments and/or statements to the media.

When in doubt, please speak to the contractor, or call any member of the League team. For a copy of our Social Media Policy, please visit our website www.league.com.au.

Pay

Upon employment, you will receive a Contract of Employment which outlines your pay rates, conditions, and allowances, as a casual employee.

Our employees are paid on a weekly basis, on a Wednesday. The pay week commences on a Monday and finishes on the Sunday at the end of the week. Your pay is processed electronically and will be deposited into your nominated account/s.

Your payslips will be emailed to the email address you provide.

Timesheets

Included in your welcome pack will be a timebook. Your timesheets are to be completed and signed by the site supervisor every week after the last shift, then sent through to payroll, at the latest on the Monday after the finished working week.

Have your timesheet signed by the supervisor and sent through to either admin@league.com.au or text a photo to 0420 450 707 **before 6pm each Monday**.

If you are unsure, please call 0420 450 707 and if your individual circumstances don't align with our process, please let us know.

If you have any questions regarding your pay or if you need to update or change any of your pay details please contact 0420 450 707 or admin@league.com.au.

Injured at work?

Here at League, we are rolling out an improved Injury Management Process and we need your help. In the unlikely event you are injured at work, please ensure you follow the steps below. Please contact me if you have any queries in relation to this process.



Tell your supervisor and seek medical advice



0410 538 782 – Phone League Coordinator,
Suzi Ivey (24hrs)



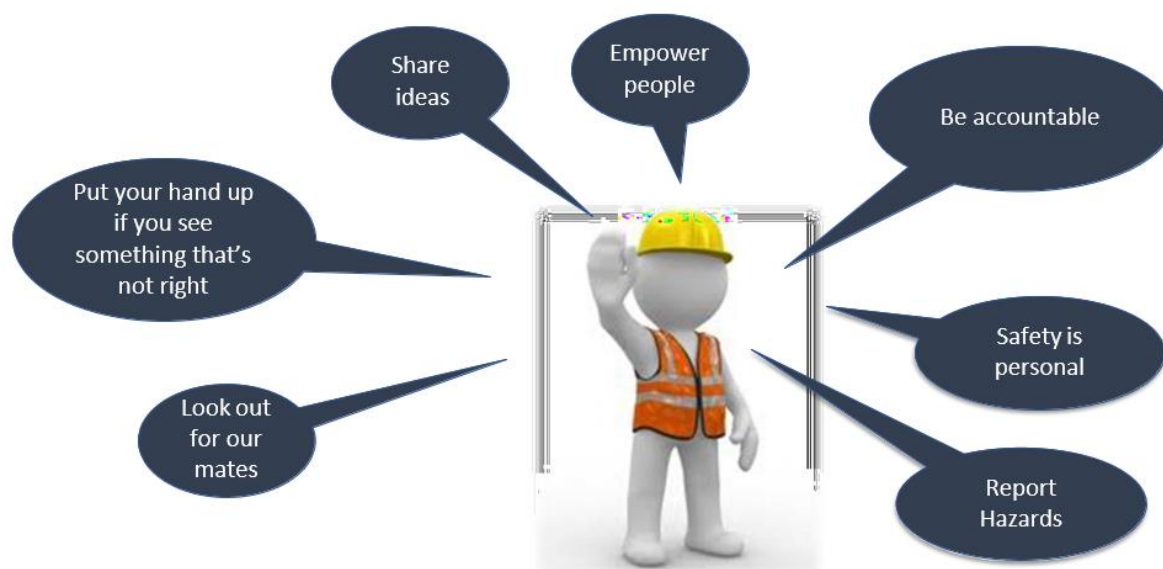
Early intervention and support with League



Stay in touch with League and your supervisor

Our Safety Goals

Safety – our goals



PPE Requirements

Be ready with the right PPE for the task



Our Work Sites

Our Work Sites

You will perform the duties associated with your classification, as assigned to you from time to time, as well as any other duties reasonably required by the Company, which you are capable of performing to meet the operational requirements of the Company across the project.

Such duties that are within the limits of your skill, competence and training as determined by the Company, may be varied in location including transferring from one part or section of a site or project to a different part or section of the same site or to another project or site.

Fatigue Management

Managing my wellbeing – Manage Fatigue – stop, revive, survive

What can you do to help manage fatigue while travelling?

It is an individual's responsibility and duty of care to manage their own fatigue and their commute arrangements to the airport or on their return journeys to safely work their full first shift. On fly-out/drive out day, it's an individual's responsibility and duty of care to safely manage their own fatigue, including commute arrangements to their destination.

Click the link below for some tips to Stop, Revive and Survive.

www.league.com.auhttps://roadsafety.transport.nsw.gov.au/stayingsafe/fatigue/stoprevivesurvive.html

For a copy of our Fatigue Management for Travel Policy, please visit our website Snowy 2.0 page.

Good Mental Health & Wellbeing

Good mental health & wellbeing

- League prioritises the wellbeing of each person as a core value
- Mental Health and Wellbeing has two main aspects: feeling good and functioning well
- On our projects and in our offices, it's important that we all look out for each other



Training & Compliance

Project compliance is an important part of working with League Project Personnel and our projects. You must have these at all times while on site:

- Current driver's license
- Current tickets and competencies for the tasks you are doing
- Construction White Card

If you renew any of your licenses, tickets, qualifications or your competencies change in any way, please make sure you let us know.

Quality Workmanship

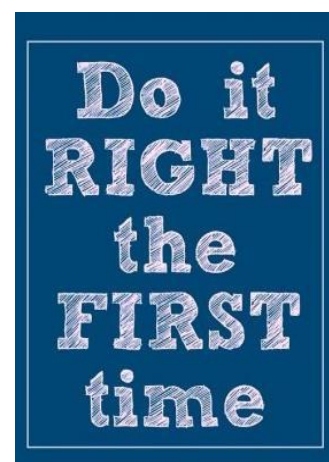
Quality

Quality is everyone's business. You are our eyes and ears on the ground. Let's get it right first time, every time to avoid re-work.

Why is it important to get it done right the first time?

- Reduce wastage and rework
- Prevent recurrence of defects
- Achieve performance targets
- Get the best outcomes for the customer and end user
- Pride in our work – be proud of the job you do!

If something doesn't look or feel right – let someone know.



Who can I contact for support?



Mates in Construction Helpline 24/7 1300 642 111



Alcohol & Drugs Helpline 24/7 (02) 9361 8000 1800 422 599 (Rural)
www.drugs.health.gov.au



Quitline 24/7 Smoking Quit Line 131 848 www.quitnow.gov.au



Talk it over Men's Line Australia
 (family, financial, relationship
 concerns or anything that's on your
 mind)

Mates in Construction Helpline 24/7 1300 789 973

Questions please!

Get in touch with any questions – we're happy to help 😊

Payroll: M 0420 450 707

admin@league.com.au

HR: M 0438 098 666

hr@league.com.au



If you are unsure, please call 0420 450 707 and if your individual circumstances don't align with our process, please let us know. If you have any questions regarding your pay or if you need to update or change any of your pay details, please contact 0420 450 707 or admin@league.com.au.

Please contact us immediately if you have questions or concerns about the content in this document.

Lastly, it's a pleasure to have you on board!