

1 OFFICE SECURITY

Engenuity Solutions aim to provide for staff, clients and visitors to the office a safe environment where they and their possessions will be offered a reasonable degree of protection. To ensure the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.

- Access to the office is through the main entrance doors into the reception
- Visitors to the office must only be given access to the public areas unless accompanied by a member of staff
- No one should allow anyone who they are unfamiliar with access into the office without first checking their identity or purpose
- Security doors should be kept closed, access is only via a security fob
- All staff can enter and stay in the building during normal working hours; outside normal hours where there is a meeting scheduled
- Personal possessions are the responsibility of the individual. If a staff member or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place
- On leaving the office, ensure that front doors are locked, windows checked, blinds closed, lights and air conditioning are turned off.
- If working alone in the office at any time, contact the GM or Director when entering and leaving the premises by text, email or call so someone has an awareness of your time in the office.
- Ensure all Covid 19 or similar health restriction compliance is adhered to with visitors and staff.
- At no times are unauthorised personnel allowed to enter the lab or the manufacturing areas.

2 ENGENUITY FACILITIES

2.1 Parking

Engenuity Solutions pay for the exclusive use of five marked car spaces. If these are unavailable, please park on the street.

2.2 Lunch Breaks, Eating & Smoking

Staff should have a 30 minutes break if working 4-5 hours or more in a day. ES provide tea and coffee supplies & facilities, which you are welcome to use. ES encourages staff to eat away from their desk in a common area or outside of the office to have a break from activity.

Snacks, i.e. fruit, nuts, muesli bars, could be consumed in your workspace while you continue to work. However, take care when eating lunch (or breakfast) meals as they can get messy and mark paperwork or fall into the keyboard.

Smoking is only allowed outside in designated areas. If you smoke, do not leave cigarettes and lighters on desks.

2.3 Stationary

If you take something from the stationery cupboard and notice that there are only a few items left, please alert Admin so that they can be re-ordered. Stationery should not be taken home without permission from the. Return shared items to the common table.

2.4 Theft & Fraud

Engenuity Solutions will not tolerate dishonesty, theft or fraud or similar activities. This applies to both your employer, fellow employees and clients. If a client requests you do a dishonest activity, notify the GM or Director immediately. Within ES, any theft or fraud may be reported to the Police, depending on the size of the act. Honesty is highly valued. Disciplinary action will result from proven acts of dishonesty, theft or fraud, but you are encouraged to raise the matter as disclosure will be taken into account during the disciplinary investigation.

2.5 Dress code & Business Property

Uniforms supplied to employees will remain the property of ES. These are not compulsory but encouraged that they are worn. Shirts can be worn with pants/ skirts/ jacket/sensible shoes. Makeup, attire, hair etc., should be neat and tidy.

On-site wearing hi-visibility shirts, dark blue pants suitable to the site, safety boots, helmet & glasses is typical with additional PPE as appropriate.

Any other items, such as keys, door fob, hardware etc., remains the property of ES and should be returned to the office upon request or upon termination. A register is kept of such items.

3 TIMESHEETS

All staff must complete the Engenuity Solutions timesheet each week through Accelo before 8.00 am Monday. All Mineral Technologies time entries must be submitted by 11.00 am Friday.

4 PAYROLL

Everyone is emailed a payslip immediately after each fortnightly pay; keep these in a safe place. Any queries must be directed to the Office Manager within 10 days of receipt. If you wish to change the bank account that your pay goes into, please advise the Office Manager in writing.

5 TRAINING

From time to time, ES may need to utilise the service of external trainers. All training manuals, resources or handouts remain the property of ES where ES has paid for the training.