

# Risk Mentor – COVID-19 Policy



## 1. Purpose

The purpose of this policy is to highlight the measures Risk Mentor is actively taking to mitigate the spread of coronavirus.

All employees are requested to follow all the rules set out below diligently, to sustain a healthy and safe workplace in this unique global environment. It is important that we all respond responsibly and transparently to these health precautions. We assure all our employees that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) Risk Mentor policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update our clients and employees as soon as possible via email or our website.

## 2. Scope

Risk Mentor has offices located in Brisbane, Canberra and Newcastle providing technical and safety compliance services to our many clients throughout Australia, New Zealand and Europe.

This coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

## 3. Policy elements

This section outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### 3.1 Sick leave arrangements

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home
- If you have a positive COVID-19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's certificate confirming your recovery

### 3.2 Work from home requests

- If you are feeling ill and enter self-isolation to recover, you are permitted to return to work if you no longer experience any symptoms and test negative for RAT
- Risk Mentor's activities are not considered critical work area therefore you are not eligible to engage with exemption process
- If you are feeling ill, but you are able to work, you are pre-approved to work from home but notify your immediate supervisor
- If you're a parent and you have to stay at home with your children, request to work from home
- If you need to provide care to a family member infected by COVID-19, request to work from home
- If you need further information on COVID-19 follow your local area government

### 3.3 Travelling/commuting measures

- All domestic work trips and events are assessed by the Directors and approved only if it is safe to do so



- All international work trips and events (except New Zealand) are cancelled/postponed until further notice
- In-person meetings, both onsite and offsite, should be done in line with the meeting venue COVID-19 guidelines
- If you normally commute to the office by public transportation and do not have other alternatives, please ensure you maintain hygiene practices in line with government/service provider guidelines
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 7 calendar days and provide a negative RAT result
  - You will also be asked not to come into physical contact with any colleagues during this time

#### 4. General hygiene rules

- Wash your hands after using the bathrooms, before eating, and if you cough/sneeze into your hands (follow the 20 second hand-washing rule)
- Use the hand sanitizers available at the office
- If working from home, ensure hand sanitizer is available in your home office
- Cough/sneeze into your sleeve, preferably into your elbow
- If you use a tissue, discard it properly and clean/sanitize your hands immediately
- Open the window regularly to ensure open ventilation
- Avoid touching your face, particularly your eyes, nose and mouth with your hands to prevent from getting infected

If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures such as requesting sick leave and/ getting tested.

#### 5. Endorsement

The Risk Mentor Directors endorse this policy.

