

# Drug and Alcohol Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Hymix's drug and alcohol policy is an integral part of the company's health and safety policy, which is intended to ensure that our activities are performed in a manner that protects the health and safety of employees, contractors and the general public.

Hymix recognises that drug or alcohol abuse by an employee or contractor can expose the individual, fellow-workers, the general public and company property to unacceptable risks, whilst at work.

## SCOPE

This policy applies to all eligible employees.

## PRINCIPLES

Because of the commitment of Hymix to health and safety and its recognition of its legal obligations to employees and contractors, it is Hymix's policy to:

- Encourage the counselling, treatment and rehabilitation of employees and contractors with drug and alcohol problems;
- Prohibit the possession or consumption of drugs on company sites or in company or contractor vehicles;
- Ensure that no employee, contractor or visitor enters or remains on company sites, or in control of a company or contractor vehicle while under the influence of a drug or alcohol;
- Prohibit the consumption of alcohol in company or contractor vehicles; and
- Prohibit the possession or consumption of alcohol on company sites unless approved and personally supervised by the responsible manager.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Energy Management Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PRINCIPLES

Hymix accepts the responsibility for energy management which is integral to managing greenhouse gas emissions from our operations and thus abating the impact of our business on the climate.

Hymix is committed to:

- Measuring and reporting the carbon dioxide footprint of our business operations through our energy management process;
  - Setting sustainable carbon dioxide emission reduction targets for our operations;
  - Working with the supply chain (upstream and downstream), where possible, to reduce the carbon dioxide emissions associated with Hymix's business operations;
  - Improving employee awareness and encouraging the sharing of experience and expertise between and amongst businesses;
  - Operating practices which seek to minimise impacts through work and management practices, continual improvement, training and the use of new technology;
  - Compliance with all applicable energy management laws and regulations and Codes of Practice in existing operations, new developments and upgrades;
  - Management review of energy objectives and targets;
  - Communication of this policy; and
- Consultation within Hymix and with other relevant bodies, community groups and neighbours about energy management matters of common concern.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Environmental Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PRINCIPLES

Hymix accepts the responsibility for environmental protection which is integral to the conduct of its commercial operations.

Hymix is committed to:

- **Operating practices** which seek to minimise impacts, prevent pollution and minimise the likelihood of environmental harm through work and management practices, continual improvement, training and the use of new technology;
- **Compliance** with all applicable environmental laws and regulations and Codes of Practice in existing operations, new developments and upgrades;
- **Management review** of environmental objectives and targets;
- **Waste management** to minimise wastes, develop viable recycling opportunities, and ensure proper handling and disposal methods;
- **Product development** which seeks to combine commercial viability and efficient use and conservation of resources;
- **Environmental assessment** of new projects, asset purchases, sales and existing operations;
- **Environmental Incident Response** – contingency plans to minimise health, safety and environmental risks;
- **Rehabilitation** of areas affected by business operations;
- **Communication** of the Hymix environmental policy;
- Striving to meet **Community Expectations** through consultation within Hymix and with other relevant bodies, community groups and neighbours about environmental matters of common concern;
- **Water Management** which is integral to achieving sustainability, balancing today's needs with those of the future (refer to Water Policy for more information); and
- **Energy management** which is integral to managing greenhouse gas emissions from our operations and thus abating the impact of our business on the climate (refer to Energy Management Policy for more information).

Hymix will encourage concern and respect for the environment and will emphasise every employee's responsibility for environmental performance.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Equal Employment Opportunity Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Hymix is committed to a policy of equal employment opportunity (EEO) to ensure that there are no discriminatory practices or measures in place which may hinder equitable selection, progress or access to benefits of all employees. The policy is also intended to protect our employees from bullying, threats and harassment in the workplace as required by law.

## PRINCIPLES

In implementing the policy, Hymix will:

- Objectively select people on merit, encompassing assessment of individual skills, qualifications, abilities and aptitudes;
- Ignore consideration of characteristics which may include race, age, colour, national origin, sex, marital status, pregnancy, religion, political conviction, physical impairment or sexual preference;
- Maintain a workplace free of harassment, threats, bullying and violence;
- Ensure all their employees are aware that bullying, discrimination and/or sexual harassment in the work place is illegal, and as such will not be tolerated. This includes contractors, customers, visitors and consultants;
- Provide training and communication to employees of their responsibilities under the Act;
- Consult with employees about their needs and ensure their understanding of EEO;
- Hold management at all levels accountable for the policy, but also recognise the role all employees play in applying the principles of EEO.

For Australia, incorporated in this EEO policy is an equal opportunity for women in the workplace programme, whereby discrimination against women will be identified and eliminated. Policies and practices will be regularly reviewed to ensure appropriate support for the career progress of women.

This EEO policy encourages the best use of all the skills and experiences of Hymix's employees to generate greater efficiency for the company together with enhanced benefits and job satisfaction for individuals.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Fitness for Duty Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## **PURPOSE**

Hymix's fitness for duty policy is an integral part of the company's health and safety policy, which is intended to ensure that all employees and contractors shall be fit for work. Hymix also believes the healthy well-being of all of its employees and contractors will provide a more effective, productive, safe workforce and workplace.

## **SCOPE**

This policy applies to all eligible employees.

## **PRINCIPLES**

Hymix is committed to:

- Maintaining a good level of fitness and health through education and encouragement;
- Conducting employee / contractor assessments to ensure fitness to safely perform normal duties;
- Where appropriate, planning to return employees to a condition where they are able to safely perform their work;
- Identifying fatigue issues and effective controls to ensure a work and home balance is maintained;
- Procedures which manage the issue of impairment through drugs or alcohol; and
- Continuous improvement through consultation and implementation.

Management, employees and contractors all have a responsibility to ensure a safe place and system of work including a capable and competent workforce.



**Phil Schacht**  
**Chief Executive**

1 May 2016  
Replaces version 1/1/2014

# Health and Safety Policy

**Effective Date:** 1 May 2016

(Supersedes all previous related policies)

## PURPOSE

It is the policy of Hymix to ensure that all company activities are performed in a manner that protects the health and safety of employees, contractors and the general public.

## PRINCIPLES

Hymix will continually strive to improve its safety performance, minimise risk to health and achieve Zero Harm. Hymix will seek to comply with all applicable laws, regulations and other industry standards, codes of practice and guidelines relating to occupational health and safety. Hymix is committed to:

- Achieving Zero Harm;
- Ensuring that health and safety information including this policy is communicated and available to all employees and contractors and is available to other interested parties;
- Providing healthy and safe work areas, safe equipment and systems of work for employees and contractors;
- Training employees and contractors in health and safety issues that affect their work;
- Regularly reviewing work areas and practices to improve health and safety to ensure compliance with statutory requirements;
- Consulting employees on decision making that impacts on workplace health and safety;
- Holding all levels of Management accountable for health and safety matters in their area of responsibility, while at the same time recognising that each employee has direct responsibility to follow practices which ensure their own health and safety and that of their fellow employees;
- Monitoring and reviewing its health and safety performance against established measurable targets; and
- Providing health and safety advice on our products to customers and the public.

A healthy and safe work environment is fundamental to Hymix's successful business operations. Hymix recognises improved health and safety performance will be achieved by management and employees working together to develop safe systems and maintaining a safe work place.

**There is no task we undertake that is so important, we can't take the time to find a safe way to do it.**



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Occupational Noise Control Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## **PURPOSE**

Hymix is committed to providing a work environment that is free from health risks associated with excessive noise exposure. Health and Safety is matter of primary concern in all aspects of company operations. As such, all practicable measures will be taken to ensure that such an environment is created and maintained.

## **PRINCIPLES**

Hymix is committed to:

- Minimising daily noise exposure levels and peak noise levels in existing work areas, to comply with local legislated requirements;
- Designing goals for new workplace and plant compliance with the noise exposure standards;
- Establishment of a “buy quiet” program, whereby noise levels will be a component of the selection and purchase of new plant;
- Making available audiometric testing to any employee likely to be regularly exposed to excessive noise;
- Ensuring that engineering and administrative control measures are considered as a priority in selecting noise control solutions;
- Selecting, providing and maintaining suitable personal hearing protectors, along with training in their proper use, to employees;
- Ensuring that appropriate training is provided for all personnel exposed to excessive noise;
- Ensuring that information about noise, along with the results of all Noise Risk Assessments, is made available for inspection by all employees;
- Ensuring consultation between management and employees regarding Workplace Health and Safety matters.



**Phil Schacht**  
**Chief Executive**

1 May 2016  
Replaces version 1/1/2014

# Quality Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

As a leading supplier of quarry, concrete and other heavy building materials, Hymix is committed to providing our customers with quality products and services.

## SCOPE

This policy applies to all eligible employees.

## PRINCIPLES

It is Hymix's objective to meet our customers' quality expectations through good management, efficient production procedures and superior quality control techniques.

To achieve this objective Hymix will:

- Maintain an effective quality management system;
- Implement operating practices which enable employees to carry out their responsibilities consistently and efficiently;
- Regularly review operating practices to improve the quality and consistency of our products and services;
- Ensure employees have the necessary competence to perform the work which affects product quality;
- Evaluate and monitor the performance of our suppliers to ensure that they supply quality products and services;
- Hold all levels of management accountable for quality in their area of responsibility; and
- Monitor the effectiveness of the quality management system against measurable objectives to facilitate continuous improvement.

Each employee of Hymix has a responsibility to ensure that this objective is achieved



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Return to Work and Rehabilitation Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Hymix's return to work and rehabilitation policy is an integral part of the company's health and safety policy. It is intended to ensure the safe and effective return to work of Hymix employees who are injured or who suffer illness as a result of their employment. We recognise that there are substantial benefits to be gained by early intervention employing rehabilitation principles and practices.

## SCOPE

This policy applies to all eligible employees.

## PRINCIPLES

Hymix is committed to:

- Providing a safe and healthy work environment, however, in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring individual rehabilitation programs and appropriate suitable duties are made available to injured or ill employees to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate in both activity and duration.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them or Hymix's workforce.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure they continue to meet legislative requirements and the needs of all parties.

Occupational rehabilitation is of mutual benefit to everyone. In order for this to be achieved, active commitment and co-operation are a requirement of all employees.

Hymix's management promotes and supports this policy and recognises all relevant legislative obligations. Workplace rehabilitation procedures have been developed to support this policy.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Risk Management Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## **PURPOSE**

The management of risk in Hymix is an essential component of operational excellence. Hymix is committed to the management of risks throughout our operations to protect our employees, the environment, our assets, earnings, markets and reputation.

## **PRINCIPLES**

To achieve our objective, we will ensure that our operations and people are not exposed to unforeseen risks in areas such as health and safety, environmental incident or property loss through fire or accident.

Risk management will be a continuous process, demanding awareness and action from employees at all levels to minimise risks and losses.

Risks will be managed and controlled through Hymix's Risk Management Programme, which is committed to:

- Identifying the sources of risk and loss;
- Quantifying the relative impact of such sources;
- Making every effort to control and reduce risk by the implementation of practical and cost effective loss control measures.

To assist this process, standards will be developed and maintained for application throughout Hymix's business.

Risk-financing techniques, including insurance, will be used to reduce the financial effect of uncontrollable and catastrophic level losses.

Self insurance will be employed with agreed financial parameters to optimise the balance between risk transfer and retention.

We will continually monitor our risk management and insurance programme to ensure that the loss control and insurance programmes for Hymix are adequate.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Technical Services Quality Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Technical Services are committed to providing both internal and external customers with a highly competent and professional technical service encompassing Quality Management and Technical Support.

Our objectives are:

- to provide a highly effective and efficient product technical service;
- to effectively manage the quality of all aggregates and concrete products;
- to be NATA accredited for an appropriate range of tests to meet our customers' most common requirements;
- to be recognised and respected as a reliable testing service; and
- to confirm and enhance the company's reputation as a technically advanced company.

## PRINCIPLES

To achieve these objectives, Technical Services:

- will employ and develop suitably qualified persons who are committed to providing a professional technical service within the parameters of this quality system;
- has established and will maintain an effective Technical Management system;
- will comply with the requirements of ISO/IEC 17025 and supplementary requirements of NATA;
- will ensure that personnel performing specific tasks are qualified and competent to carry out relevant functions; and
- will ensure that all technical personnel are familiar with the laboratory quality system and that they implement and operate within its policies and procedures.



**Phil Schacht**  
**Chief Executive**

1 May 2016  
Replaces version 1/1/2014

# Trade Practices Compliance Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Hymix is dedicated to compliance with the Competition and Consumer Act 2010, which imposes legal obligations on all Hymix employees in Australia.

It is a condition of their employment that all Hymix employees comply with the Act. Anti competitive collusion with competitors is absolutely forbidden. Any employee found to have been involved in collusive activities will become liable to be dismissed with immediate effect. Hymix will not be responsible for any penalties imposed on an employee who is found to have acted in breach of the Act. Employees must also act honestly with customers, suppliers and other parties and must not engage in conduct which is false, misleading or deceptive.

## PRINCIPLES

All Hymix employees must ensure that:

- There are no communications with competitors for anticompetitive purposes, such as market sharing and price fixing;
- Any contacts with competitors are for legitimate company or industry purposes;
- Any approach from a competitor which appears to be for anticompetitive purposes is rejected immediately and reported to the appropriate Commercial Manager and the appropriate Regional General Manager;
- No restrictive conditions are placed upon Hymix suppliers or customers (such as conditions not to supply to, or acquire goods and services from, a competitor of Hymix) without the prior authority of the appropriate Regional General Manager;
- No attempt is made to set or influence the price at which customers resupply, advertise, offer for sale or promote Hymix's products;
- No attempt is made to take advantage of any powerful market position Hymix may have to damage a competitor of Hymix or to prevent competition;
- All statements are factually correct and complete, whether oral, written or in any form of advertising or promotion;
- No-one is misled or deceived by any Hymix group conduct.

All employees who are involved in selling or supplying Hymix products must annually confirm their understanding, commitment to and compliance with Hymix's Trade Practices Compliance Policy.



**Phil Schacht**  
**Chief Executive**

1 May 2016  
Replaces version 1/1/2014

# Trade Practices Leniency Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

All Hymix employees must ensure that they strictly comply with the Competition and Consumer Act 2010.

## PRINCIPLES

Any employee who breaches the Act is liable to be dismissed. The employee may also be personally liable for:

- penalties and costs in actions brought by the Australian Competition and Consumer Commission; and
- damages, awards and costs in legal actions brought by parties who are affected by the breach (eg. competitors or consumers).

Hymix has in place leniency and whistle-blower policies which are intended to limit any penalties or damages claims.

## Leniency Policy

Under Hymix's leniency policy, Hymix may support employees, to the extent it is reasonable and lawful to do so. It is not lawful to pay or reimburse a penalty imposed on an employee.

To benefit under Hymix's leniency policy the employee must:

- have completed the Competition and Consumer Act related training;
- not deliberately have breached the Act (or acquiesced in its breach by others); and
- have reported any breach immediately upon becoming aware of it.

## Whistle-blower policy

Breaches of the law put Hymix's business at risk. An employee who reports a breach by a colleague is protecting Hymix's business and the welfare of all employees. Under Hymix's whistle-blower policy, Hymix will support employees who assist in preventing breaches.

## How to report a breach

Employees may report a breach to their commercial manager, line manager and to Hymix's Legal Counsel. Alternatively, a report may be lodged on the website [www.mysafeworkplace.com](http://www.mysafeworkplace.com).

Hymix's Legal Counsel will pass all reports to the Board and Hymix will take action to stop ongoing or further breaches.

This policy is supplementary to Hymix's existing Trade Practices Compliance Policy issued on 1 April 2016.



**Phil Schacht**  
**Chief Executive**

1 May 2016

Replaces version 1/1/2014

# Water Management Policy

**Effective Date:** 1 May 2016  
(Supersedes all previous related policies)

## PURPOSE

Hymix accepts the responsibility for water management which is integral to achieving sustainability, balancing today's needs with those of the future.

## PRINCIPLES

Hymix is committed to:

- Measuring and reporting the water usage of our business operations through our environmental management system;
- Setting sustainable water reduction targets for our operations;
- Identifying water wastage and implementing practices and/or technology to meet our commitment and targets;
- Working with the supply chain (upstream and downstream), where possible, to reduce the water usage associated with Hymix's business operations;
- Improving employee awareness and encouraging the sharing of experience and expertise between and amongst businesses;
- Operating practices which seek to minimise impacts through work and management practices, continual improvement, training and the use of new technology;
- Compliance with all applicable water usage laws and regulations and Codes of Practice in existing operations, new developments and upgrades;
- Management review of water usage objectives and targets;
- Communication of this policy; and
- Consultation within Hymix and with other relevant bodies, community groups and neighbours about water management matters of common concern.



**Phil Schacht**  
**Chief Executive**

1 May 2016  
Replaces version 1/1/2014