

## EMPLOYEE RELATIONS POLICY

Reay Services Group is a pipeline construction, mining services, civil and trenching company that consistently delivers quality services to customers.

Reay Services Group's employees are our most important assets. We recognise that sound and effective Employee Relations are an integral part of the success of our commercial operations. We are committed to building strong relationships with our employees, which are based on trust and mutual respect.

Our goal is to create harmonious professional relationships within all our locations. We do this through engaging with our employees, and encouraging them to engage with each other, in a way that is respectful, well considered, open, transparent and always lawful. We have a Code of Practice and a number of policies and procedures implemented to ensure this goal is achieved.

Copies of these documents can be accessed via our intranet or on request. If you are unsure about your obligations, speak to your supervisor or our HR. department. Your failure to comply with these obligations will be grounds for disciplinary action to be taken, including potential dismissal.

All of our employees are responsible for developing and maintaining strong relationships with the people in our business. We therefore expect employees to always behave in a manner consistent with this Policy Summary and to follow our reasonable and lawful directions. We also expect our managers and supervisors to actively participate in the resolution of disputes and grievances regarding the conduct of employees.

We also require employees to actively practice the following key principles:-

**Compliance:**

Always ensure that all activities in which you engage are legal and that they comply with our Code of Practice and applicable policies and procedures. When engaging in activities on one of our client's sites, always comply with our client's lawful requirements.

**Communication:**

Contribute to effective communication by sharing information openly with each other, engaging in respectful consultation and actively listening to others.

**Respect:**

Always treat people fairly and equitably, considering their individual needs, similarities and differences.

**Integrity and Honesty:**

Develop trust by exercising openness, integrity and honesty in everything you do.

Being an employer of choice and making our workplaces enjoyable, satisfying places for our employees can only be achieved by actively implementing our policies and doing so consistently. This requires a commitment from all of us to make it part of the "RSG Way" of doing business.

This policy shall be reviewed on an as required basis and in accordance with QMS-REG-018 – HSEQ Audit Schedule.

**Brett Reay**  
Managing Director

