

## ***Company Rules***

### **Critical Rules**

Critical Rules are in place to control genuine hazards in our workplace. As such, these Critical Rules are in place to prevent serious harm or death.

#### **Personal Protective Equipment & Clothing**

- All personnel while present at any KFL work site must wear a Hi-Vis safety helmet.
- All personnel while present at KFL active work site must wear safety footwear. All machine operators will wear safety footwear as specified above whenever they exit their machines.
- Hi-Vis vests or similar Hi-Vis clothing must be worn by all visitors, and all workers.

#### **Machines and Equipment**

- No mobile machine will be operated unless all safety features are fully functional.
- Hands free mobile phone only while operating machine/vehicle, otherwise complete stop in safe area. No RT use when carrying out complex or difficult operations.
- No person(s) will be under any raised hydraulic machine component unless physical props independently and safely support it.
- Properly fitted seat belts will be worn in all machinery while such machinery is mobile.
- No person is to ride as a passenger on any plant designed specifically for one operator, unless for training or engineering/mechanical diagnostic purposes.
- Machines will not be located or operated in such a way as to expose other workers to significant hazards e.g. lifting logs over skid workers, loaders/excavators fleeing logs from the skid while workers are moving around them, travelling at unsafe speeds.

### **House Rules**

The House Rules represent the glue that holds our teams together and creates a positive workplace for all of us.

#### **KFL Values**

- Support the Wellbeing of All
- Respect
- Honesty & Trust
- Commitment to the Challenge
- Truth
- Keep Your Word

These values describe a good day at work. All of us have the right to experience these values at KFL and they apply to everyone equally, at all levels of the firm.

The KFL Values represent the way in which behaviours, language and intentions are measured. KFL firmly commits to uphold and maintain these values within our teams. Significant or repeated behaviours outside of KFL Values will lead to formal discussion including disciplinary process.

## KFL Rules

- Breach of the following rules will lead to formal discussion and possible disciplinary action.
- Apply for leave by completing an application for leave form. Submit to the Inventory Team.
- If sudden, unexpected & unplanned leave post on “KFL Leave” WhatsApp group before start of work.
- As long as the worker is sufficiently trained & able to work safely, all workers shall work as instructed by their Operational Manger.
- All workers shall arrive at their place of work, prepared and in a state to work safely and productively.
- All vehicles used to transport KFL workers to and from work must hold a current warrant and registration.
- Work performance will meet prescribed standards
- At work on time
- Proper use and care of equipment and property
- Efficient use of time and resources. No deliberate wastage.
- Comply with quality standards required by customers
- Comply with the directives of management
- Comply with the safety procedures/methods

## Serious Misconduct

The following are examples of Serious Misconduct. Such conduct will lead to Disciplinary Hearing, the outcome of which may be dismissal, based on the Worker’s intent in that situation.

- Wilful damage of the employer’s property
- Wilful acts which endanger safety or quality
- Physical or verbal assault during work hours
- Possession of other worker’s property without authorisation, or taking employer's property from the premises without authorisation
- Deliberately falsifying documents
- Sexual harassment
- Conducting business in competition with the employer
- Supplying information to others about production methods, pricing or any matter relating to the employer that is deemed to be of a confidential nature
- Refusing to obey a lawful instruction from the employer or foreman
- Walking off the job without permission
- Bringing drugs (except those prescribed by a doctor) or alcohol onto the job without the employer’s consent
- The worker is absent without leave three (3) or more days without prior notification being given to the employer and/or foreman
- Reporting for work while under the influence of drugs and/or alcohol
- Deliberately misusing or failing to use safety equipment
- Misrepresentation of skills

### 1. Acknowledgment:

*I acknowledge that I have read and understood this policy / procedure “Company Rules”*

Name:

Sign:

Date:

