

FIT FOR WORK POLICY

QC916

GCo Australia is committed to ensuring that all employees are fit for work whilst undertaking activities of their position. "Fit for Work" means that an individual is in a physical, mental and emotional state which enables the employee to perform their assigned duties effectively and in a manner that does not threaten their own or others wellbeing.

GCo Australia will undertake the following:

- Maintain a work environment and system of work, that does not adversely impact on the employee's health and which recognises the need to ensure the fitness of employees to perform their duties..
- Undertake training and awareness programs that identify the responsibilities of all parties toward fitness for work issues.
- Utilise a range of strategies to monitor employee fitness for work and operate in accordance with relevant laws, regulations, Codes of Practice and Australian Standards that support Fitness for Work.
- In the event that the employee requires assistance to resolve personal issues, which impact on their fitness for work the Company's employee assistance program will be available for them.
- Where fitness for work impairment factors are within the control of the employee and the employee renders themselves unfit for work, the matter shall be dealt with in accordance with disciplinary procedures.
- Ensure that the privacy of individuals is to be valued, protected and respected at all times.



Murray Hadley

CEO

Document Type: Policy	Draft Date: 18/11/2011	Revised Date: 02/01/2020	Page 1 of 1
Version Number: 4	Next Review Date: 02/01/2023	Reviewed By: HSEQ Coordinator	QC916