



2023

COMPANY POLICIES

CANBERRA NIGHT PATROL PTY LTD

L15, 60 Station street E, Parramatta |
NSW 2150 Australia. |
M/L No. 000105818 |
ACT No. 17502617 |
ABN 89633898594 |
+61 1300 007 287 |
www.cnpsecurity.com.au |



Table of Contents

A MESSAGE FROM THE MANAGING DIRECTOR.....	3
ABOUT CANBERRA NIGHT PATROL.....	5
WHY CANBERRA NIGHT PATROL.....	5
OUR EXPERTISE	6
CANBERRA NIGHT PATROL COMPANY POLICIES.....	7
QUALITY POLICY	7
OCCUPATIONAL HEALTH & SAFETY POLICY	10
RECRUITMENT POLICY	18
ENVIORNMENTAL POLICY.....	25
CORPORATE SOCIAL RESPONSIBILITY STATEMENT.....	28
WASTE MANAGEMENT & MINIMISATION POLICY	30
INDUSTRIAL RELATIONS POLICY.....	33
ETHICAL SOURCING POLICY.....	35
WORK FITNESS POLICY.....	37
SEXUAL HARASSMENT POLICY	41
DRUG & ALOHOL POLICY	46
RACIAL POLICY.....	50
COMPANY GRIEVANCE & DISCIPLINARY PROCEDURES.....	53
CODE OF PRACTICE 1 – DISCIPLINARY AND GRIEVANCE PROCEDURES	54
CODE OF PRACTICE FOR SECURITY OFFICERS.....	63



A MESSAGE FROM THE MANAGING DIRECTOR

The demand of a client to expect superior protection services has increased dramatically over recent years. After identifying a gap in the market, Canberra Night Patrol combined its knowledge, varied skills and dedication to provide custom-made protection solutions across a varied range of industries and applications.

With each new job or client, Canberra Night Patrol always performs with Integrity, Professionalism and a Personal approach. We work closely with the client and provide detailed planning and development to produce the most suitable and cost-effective protection solutions. Our clients' needs are our priority and we implement effective strategies to ensure our valued clients always receive the best level of protection.

Whether within the private, commercial or specialized sectors, no two clients are the same. Therefore, Canberra Night Patrol devised its protection solutions along its unique 'TPMS' concept. The Total Protection Management System is a tailored approach that provides individually developed security concepts to ensure our clients' needs are not only met but their expectations exceeded.

Each client will be allocated a personalized security adviser, to communicate on a 24/7 basis. Your adviser will hold extensive experience in your area of service and ensure our security services are maintained at your level of service expected from Canberra Night Patrol.

Canberra Night Patrol expanding client portfolio is now testimony to our commitment to providing 360-degree solutions across a variety of industries and applications. Canberra Night Patrol will continue to collaborate with our key partners to provide effective responses to a safer workplace in 2021 and onwards.

Being wholly Australian owned and operated; Canberra Night Patrol also prides itself on being able to provide a specialized multi-lingual service. It has proven positive with many of our clients when awkward communication barriers can be effectively overcome or indeed completely avoided.



We welcome the opportunity to demonstrate how your protection requirements can benefit with Canberra Night Patrol.

Yours faithfully,

Managing Director



ABOUT CANBERRA NIGHT PATROL

Canberra Night Patrol is your family in security handling. Canberra Night Patrol has a dedicated team with a combined experience of managing a portfolio of approx. \$5Million over a span of ten years. It is client-focused security service organization, consisting of skilled professional experts working together to make the world a safer place.

We maintained our focus on delivering a safer workplace for all clients, with a specialized guarding division, Certified Protection Officers, also known as CPO's. Our frontline CPO's complete specific training in various roles including general guarding, post guarding and special duties.

Canberra Night Patrol's mission is to keep people, business and communities safe so we can all thrive together.

WHY CANBERRA NIGHT PATROL

EXCELLENCE	Having the highest professional standards and integrity towards my appointment as a Security Officer.
TRUST	Promoting confidence and partnerships with our clients to secure a stronger commitment in safety and security.
COMMITMENT	Dedication and self-devotion in the performance of your security duties.
HONOUR	Act with pride and professionalism in the best interest of the private security profession
IMPARTIALITY	Conduct yourself with impartiality fair and objective decision making without being prejudice
ACCOUNTABILITY	Acknowledging ownership and accepting responsibility for your actions.
LEADERSHIP	Acting as a role model for new employees, your team, and when required, demonstrate your leadership skills.



OUR EXPERTISE

Patrolling

Canberra Night Patrol's physical security services includes Staff Escorts & Welfare Checks, Security Patrol Services, crowd control, armed guards and unarmed guards, event security, night security and unique ops-tech capabilities mean we are well equipped to deliver a range of bespoke security services across your entire business.

Alarm Response

Canberra Night Patrol provides an optimized experience, whether they need of a static guard, mobile security patrol, Night Security, armed or unarmed guard, crowd controller, event security or additional security service, our trained security personnel can support to enable your business to focus on its core operations.

Control Room

We provide parking lots with closed circuit television cameras connected to the security system and adequate lighting capable of displaying and videotaping lot activity etc.

Access Control

Effective crowd management is about managing expected and unexpected crowd occurrences. Crowd control can involve privately hired security guards as well as police officers. Crowd control is often used at large, public gatherings like street fairs, music festivals, stadiums and public demonstrations. At some events, security guards and police use metal detectors and sniffer dogs to prevent weapons and drugs being brought into a venue.



CANBERRA NIGHT PATROL COMPANY POLICIES

QUALITY POLICY

Canberra Night Patrol Pty Ltd is committed to achieving and maintaining the highest degree of quality in all its operations and its provision of services.

Canberra Night Patrol Pty Ltd.

- Is committed to meeting client and customer expectations of performance, quality, integrity and delivery in the application of all its services.
- Aims to fully understand clients' requirements; provide them with advice and guidance on the extent of service appropriate to their needs and ultimately the services to meet those needs.
- Promotes innovation and continually reviews advances in methods and technology which can bring improvement to its services.
- Promotes staff development through skills training.
- Maintains its QMS to align to third party accreditation(s) as guided by the Company Directors and provide a framework to control, monitor and continually improve systems, client and customer services.
- Maintains effective internal and external communication through the dissemination of information.
- Measures the attainment of the policy through Quality Objectives.

The establishment, maintenance, effective implementation and continued development of a quality management system that meets the requirements of BS EN ISO 9001 2016 and the criteria stated above demonstrate such commitment. The Quality Manual has been developed to record and describe the means and methods of implementing the Company Quality Policy and is the instrument in conjunction with its supporting documentation and IT of the Quality Management System.



Quality Assurance

Quality Assurance program in accordance with Australian Standard AS/NZS - 1S0 9001:2000

- Management responsibility (Policies) & Management review meetings
- Contract / Tender review
- Document, Data and Record Control
- Purchasing & Supplier / Subcontractor approval
- Planning & Control of Projects / Jobs
- Inspection & Testing – Checklists & Inspection Test Plans
- Control of Non-Conforming Product/Corrective & Preventive Action
- Internal Audits
- Staff Training
- Control of Customer Supplied Products

QUALITY POLICY STATEMENT

Canberra Night Patrol is a wholly Australian owned Company whose aim is to ensure customer satisfaction providing Security Services for Industry, Special Events, Clubs, Commercial, Corporate, Functions Etc.

Canberra Night Patrol Pty Ltd.'s mission and business strategy is to attract and retain clients by being an industry leader in the standards of services it models and delivers to meet their needs. This includes a commitment by the Company to continuously improve client satisfaction through the development and delivery of innovative and repeatable excellence in service standards.

We ensure our customers, high quality work with minimum delays. Our objectives are to:

- Manage the development and growth of our customer base in a manner



that shall maintain stability with our existing customers.

- Ensure construction and servicing schedules are achieved.
- Meet all legislative and regulatory requirements.

Management shall require all personnel to be actively engaged in the development of our quality system and work towards continual improvement in meeting customer requirements.

The success of our quality system shall be assured by management and their total commitment to complete implementation within the company in accordance with Australian Standard **AS/NZS ISO9001:2000**.

Managing Director

SIGNED: _____

DATE: ____/____/2021



OCCUPATIONAL HEALTH & SAFETY POLICY

Canberra Night Patrol's Policy in the area of occupational health, safety and welfare is to provide a safe and healthy place to work for all staff, contractors and members of the public. Canberra Night Patrol has an OH&S policy and implements the appropriate procedures to ensure the health, safety and wellbeing of its staff, contractors, clients and members of the public.

We recognize that success depends on the commitment and cooperation of staff.

As a security service with the responsibilities to the wider community, Canberra Night Patrol is committed to providing its clients and staff with appropriate occupational health and safety instruction, practical work and role models.

OBJECTIVES

The objectives of this OHS&R Safety Management System are:

- (i) to identify hazards in the workplace and to develop appropriate work methods and procedures to ensure safe performance of all activities;
- (ii) to prevent the occurrence of accidents resulting in injury and to reduce the severity of workplace injuries; and
- (iii) to pro-actively improve the safety management system.

Canberra Night Patrol will ensure compliance with all statutory legislation, and actively promote safe work practices among all employees, who will give a positive commitment to the Health and Safety Programme.

HAZARD IDENTIFICATION

This involves a systematic programme to identify and document all actual and potential hazards in the workplace.

A hazard is any activity or item with the potential to cause injury or illness. All hazards to health and safety associated with workplace activities must be identified.



Methods of identification include:

- (i) Observation of all activities on worksite
- (ii) Consultation with the employees who carry out the activities
- (iii) Review of accident and injury reports and statistics

RISK ASSESSMENT

This involves a programme to determine how likely it is that particular hazards will cause injury or illness, and the consequence (outcome of injury) from the hazard, with the use of numbers. The numbers are used to work out which hazard needs to be fixed first i.e. the system helps to define priorities.

LIKELIHOOD (probability) How likely is the event to occur at some time in the (Linear Scale time specific matrix)	CONSEQUENCES				
	What is the Severity of injuries /potential damages / financial impacts (if the risk event actually occurs)? (Logarithmic Scale, property industry specific matrix)				
	Insignificant	Minor	Moderate	Major	Catastrophic
	No Injuries First Aid No Envir Damage << \$1,000 Damage	Some First Aid required Low Envir Damage << \$10,000 Damage	External Medical Medium Envir Damage <<\$100,000 Damage	Extensive injuries High Envir Damage <<\$1,000,000 Damage	Death or Major Injuries Toxic Envir Damage >>\$1,000,000 Damage
Almost certain - expected in normal circumstances (100%)	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK	CRITICAL RISK
Likely - probably occur in most circumstances (10%)	MODERATE RISK	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK
Possible - might occur at some time. (1%)	LOW RISK	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK
Unlikely - could occur at some future time (0.1%)	LOW RISK	MODERATE RISK	MODERATE RISK	HIGH RISK	HIGH RISK
Rare - Only in exceptional circumstances 0.01%)	LOW RISK	LOW RISK	MODERATE RISK	MODERATE RISK	HIGH RISK



CONTROL MEASURES

This involves taking action to reduce or eliminate risks associated with activities in this workplace.

This may be attained by:

- (i) Eliminating the risk by removing the hazardous activity;
- (ii) Modifying the activity to make it safer or isolating the activity thereby reducing the risk to all (e.g., by screening)
- (iii) Adopting safer work practices and providing personal protective equipment so as to minimise exposure to risk.

WORK METHOD STATEMENTS

These will be prepared in order to detail safe working methods and are to be developed and agreed in consultation with employees and contract managers. They will also be used as a training document.

Follow up will be maintained to ensure controls have been implemented effectively and are being maintained.

RESPONSIBILITIES

The policy of Canberra Night Patrol is to have a safe and productive workplace. All employees have a responsibility to ensure that all work practices within their area of control are carried out safely and efficiently. The “duty of care” responsibility of employers under common law is reinforced by OHS&R legislation.

As an **employer**, the company shall ensure that employees and others in the workplace are not exposed to risks to their health or safety while they are at work.

Senior management accepts overall responsibility for health and safety at work and the implementation of the safety policy developed and agreed with employees. The major responsibility of management is to establish and implement a comprehensive



health, safety and rehabilitation program developed and agreed with the employees ensuring that supervisory staff and employees are adequately equipped to carry out their responsibilities. Management shall provide equipment that is properly maintained and meets the requirements of legislation, regulations and codes of practice.

Supervisors have under their direct control the majority of personnel and play a key role in the employee health and safety program. It is therefore an important part of their duty to take the initiative in maintaining safe working conditions, eliminating unsafe practices and ensuring that all personnel are involved in the identification of all reasonably foreseeable hazards and subsequent work methods.

Employees, while at work are to take reasonable care for the health and safety of persons at the workplace and who may be affected by the employee's acts or omissions at work.

Further, they are responsible to observe safety rules and regulations, to wear safety equipment when required and to maintain safe conduct in the performance of their work.

Management's Responsibility

The Management of Canberra Night Patrol is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with the Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. Management and Workers Compensation Act 1998 No. 86.

Health and Safety Committees

The act states that occupational health and safety committees must be established in workplaces of 20 or more where the majority of employees request it.

- The Work Cover leaflet "OHS committees: Powers, functions, rights and duties" outlines the powers and functions of the committees.



- Work Cover's "The health and safety committee starter kit" outlines the steps to be taken to set up a committee according to the Act.

Occupational Health and Safety Program

In order to implement the General provisions of this policy, Canberra Night Patrol will set up and monitor a program of activities relating to OH&S and include:

- OH&S training and education
- Work design, workplace design and standard work procedures
- Safety rules and disciplinary procedures
- Changes to work methods
- Provision of OH&S equipment
- Workplace inspections
- Reporting and recording incidents, injuries and illnesses
- Provide OH&S information to employees, contractors, and sub-contractors

Specific Responsibilities

- The General Manager, Directors and Managers are required to ensure that this policy and the OH&S program are effectively implemented in their area of control and to support supervisors and hold them accountable for their specific responsibilities.
- All Supervisors are responsible and will be held accountable for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisor shall ensure persons working at that workplace are behaving in a safe manner without risking health. More specifically: The supervisor will always be held accountable for detecting any unsafe or unhealthy condition or behavior. If the Supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly with a proposed solution to their supervisor with the necessary authority to remedy the problem.



- Managers or Supervisors with the necessary authority will be held accountable for prompt action, so that unsafe, unhealthy conditions and unsatisfactory behavior is eliminated.
- Employees are required to cooperate and comply with Canberra Night Patrol's OH&S policy and program to ensure their own health and safety and that of their fellow workers as well as the public. All employees are required to report any unsafe condition or act.
- Sub-contractors engaged to work for Canberra Night Patrol are required as part of their contract, to comply with the OH&S policy and programs, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply or observe these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.
- Visitors to Canberra Night Patrol sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and program, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.

EDUCATION/INDUCTION

- To ensure the proper implementation of the OHS&R program, all employees must be involved in and committed to the principles of safety training and awareness.
- All employees will undertake an induction program on the company's activities.



- Site specific inductions are mandatory for all workers (including subcontractors) prior to commencing work on site to reinforce the objectives of the OHS&R Site Safety Management Plan.
- The induction of all employees and subcontractors is recorded on the Employee Safety Induction Form, listing all topics covered and to be signed off by each attendee.

SUBCONTRACTORS

In selecting a subcontractor, it is essential to assess his ability to perform the appropriate tasks safely and efficiently.

Factors to be considered would include:

- (i) The subcontractor's attitude and approach to occupational health and safety issues.
- (ii) The standards of performance of the sub-contractor's personnel.
- (iv) The quality, condition and suitability of the subcontractor's plant, equipment and tools.
- (v) The subcontractor's safety record and prior history
 - a. Personnel safety (fatalities, injury records etc.)
 - b. Operational safety (record of accidents etc.)
- (vi) The subcontractor's coverage for all necessary insurances (worker's compensation, public liability etc.)
- (vii) The appropriate Certificates of Competency being in place



Health, Safety and Welfare Policy Statement

It is the policy of Canberra Night Patrol Pty Ltd to give the greatest importance to Health & Safety and welfare at work of all its employees and sub-contractors.

Furthermore, the Company shall, for all employees and sub-contractors, as far as is reasonably practicable, provide and maintain...

- Safe and healthy working conditions, equipment and systems of work.
- Such information, training and supervision as is necessary to complete their work in a safe and effective manner.

This company will also ensure, within the constraints of their control, that its working activities do not endanger members of the public and information will be made available to the general public if any process or job has the potential to cause injury.

The company requires that all its employees and sub-contractors, whilst at work, conduct themselves in a safe and conscientious way, ensuring at all times that the work is carried out with a high regard to personal safety, the safety of co-workers and the general public.

All employees and sub-contractors will be expected to co-operate fully with the above general statement of policy. The implementation of this policy shall be regularly monitored.

Managing Director

SIGNED: _____

DATE: ____/____/2021



RECRUITMENT POLICY

The Canberra Night Patrol recruitment policy provides a framework, structure and standard for all company hiring managers engaged in the recruitment and selection of new employees.

Overview

The Canberra Night Patrol recruitment policy is a statement of principles describing how an organisation should conduct its recruitment process. The policy defines the objectives to be met in recruitment implementation that is aimed at hiring competent individuals. The recruitment and selection process needs to be transparent and unbiased. It should solely rely on merit and best-fit with your organizational values, philosophy, and goals. Only the ability, qualifications and competencies are what that needs to be counted while hiring without having regard to discrimination factors, such as race and gender. A recruitment policy helps to eliminate all forms of unfair discrimination and bias in the recruitment and selection process.

This policy provides a decision framework for managers to successfully attract, select and appoint the best applicant for a position. The recruitment, selection and appointment process must be fair, consistent, objective and transparent and enshrine the principles of Equal Employment Opportunity (EEO).

EEO should be integrated into all stages of the recruitment and selection process to ensure that equal employment outcomes are achieved for women, Aboriginal people and Torres Strait Islander peoples, people from racial, ethnic or ethno-religious minority groups, and people with a disability.

Objectives

To keep pace with the rapidly evolving business environment, a well-defined recruitment policy is essential for organizations to respond to its human resource requirements in time. A clear and concise recruitment policy helps the employer to



effectively recruit the right candidate with the ability to accomplish the task effectively. A suitable recruitment policy is a key to a sound recruitment process. The policy provides a framework for the implementation of recruitment and the objective of the recruitment program. The policy must frame your company's preferred hiring practices. It should promote consistency within your employee recruiting process.

Principles of recruitment policy:

- Respect for diversity
- Ethical decision making
- Selection according to merit
- Equal treatment for all
- Procedural fairness

Management responsibilities

When an opportunity to fill a position on a permanent or temporary basis arises, managers should consider the duration and nature of the position and whether it lends itself to be filled permanently by internal transfer or recruitment, temporarily or via an agency.

At times, it may be necessary to fill a position by a means other than recruitment, including redeployment or appointment following a long-term temporary arrangement. In consultation with People and Culture, managers are responsible for determining the most appropriate method of filling a position, in line with the relevant policy or procedure.

Managers are accountable for ensuring that the decision to recruit is based on our medium and long-term objectives and for ensuring the best possible recruitment outcome. In every decision to recruit, managers are responsible for determining:

- the continued need for the position in its current form
- opportunities for existing employees to act or gain experience in the position



- the review of the accountabilities and capabilities of the role description to best reflect the outcomes to be achieved by the role
- the best recruitment strategy in consultation with the recruitment team to ensure optimum attraction of the right applicants
- the composition of a selection panel that will include a member of the People and Culture team where the position is classified at level 6 and above
- the need to review redeployees and internal applications prior to reviewing any external applications
- the need to engage with the State or Territory Manager to advise on the recruitment process prior to making a hiring decision in a local office, and
- the timely conduct of recruitment, selection and appointment actions.

Managers are required to recruit and select employees based on the principles of merit. These are designed to ensure the best people, with the most appropriate skills and abilities are selected for positions, and that the process of selection is fair, transparent and ethical.

Merit Selection

1. The principle of merit selection ensures that the most suitable person is employed for the position and that the process is fair and transparent. In accordance with merit principles, merit includes the abilities, qualifications, experience, standard of work performance and capabilities of applicants considered in relation to the work to be done.
2. At Canberra Night Patrol we are committed to ethical, fair, and effective recruitment practices. We ensure that:
 - recruitment decisions are based on assessment of applicants against pre-determined selection criteria



- assessments are objective and take consideration of all the available material
- any conflict of interest by any member of a recruitment and selection panel with the applicants considered is disclosed
- applicants are assessed for cultural fit, and
- applicants are assessed against the capability for the position as detailed in the capability framework.

Selection panels should use a range of processes for selecting the most meritorious candidate consistent with budget constraints. Combining processes can increase the validity of the selection and over-reliance on an interview alone is discouraged. Some examples of alternative or complementary selection methods include samples of work, job related testing and assessment centres for volume recruitment.

Equity and Diversity

2.1 Principles of equity and diversity are supported by the integration of Equal Employment Opportunity (EEO) into all stages of the recruitment and selection process. Managers must consider EEO objectives when undertaking recruitment, in relation to underrepresented groups:

- Women
- Aboriginal and Torres Strait Islander peoples
- People from racial, ethnic or ethno-religious minority groups, and
- People with a disability which may or may not require workplace adjustment.

2.2 The focus of any recruitment and selection process is on an applicant's ability to perform a role effectively. The recruitment experience for all candidates, and



members of EEO groups, will not lead to missed opportunities to access critical skills and experience because of unnecessary barriers.

2.3 When engaging in a recruitment and selection process all:

- applicants will feel respected and that their diverse experiences and perspectives are valued, and
- applicants are provided with information and assistance to ensure their diversity is reasonably accommodated during the recruitment process.

These actions will lead to a workplace culture that embraces and supports workplace diversity and demonstrates fair workplace practices and behaviours, where management decisions are made impartially and there is recognition and respect for the social and cultural backgrounds of applicants and employees.

Conflicts of Interest

A conflict of interest can be perceived or real.

Panel members should declare any conflict of interest prior to the commencement of an interview process.

A Panel member may choose or be directed not to partake in the interview process where a conflict of interest has been declared.

A conflict may include;

- a personal friendship or relationship with the candidate both in or outside the workplace
- a previous work history or employment relationship at any time prior to the process
- knowledge of the candidate through relatives or friends



- interaction with the candidate in a social setting such as school affiliations, sporting clubs etc., and/or
- instances where the applicant is a member of the panel member's immediate or extended family.

Eligibility to apply and appointment

If a role is only advertised internally, only Canberra Night Patrol employees are eligible to apply.

Under Australian immigration law, only Australian citizens, permanent residents of Australia or New Zealand citizens who have entered Australia on a valid passport, who can stay and work in Australia without restriction, are eligible for employment.

A person who is not an Australian citizen or permanent resident is only eligible for temporary employment for a period not longer than the duration of their current visa. The letter of offer for employment of such an applicant must specify that the employment is on a temporary basis and not guaranteed beyond the specified end date of the visa.

Overseas applicants may be appointed to a permanent position if they have been sponsored by Canberra Night Patrol.

Pre-employment checks

Any applicant who applies for a role must agree to undergo pre-employment checks including reference, medical and criminal history checks, as required.

Use of Recruitment Agencies

The use of a recruitment agency must be coordinated through the People and Culture recruitment team and make use of Canberra Night Patrol's approved recruitment providers. A list of providers is maintained by the recruitment team along with agreed



terms and conditions for engagement. Any approach to an external agency must be done in consultation with the recruitment manager.

Managers are not to directly approach or use agencies that are not approved without written endorsement from the Managing Director.

Managing Director

SIGNED: _____

DATE: ____/____/2021



ENVIRONMENTAL POLICY

With a growing concern for our environment Canberra Night Patrol have implemented a systematic approach to controlling pollution of the environment. Consideration for our environment is of the utmost importance.

Canberra Night Patrol has developed and implemented our environmental policy to demonstrate our commitment to continuous improvement in managing environmental issues, including proper management of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods. It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all, but it is also a matter of delivering on our duty of care towards future generations.

Resources in line with the importance attached to our environment will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health.

Objectives

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice
- Minimise our waste and then reuse or recycle as much of it as possible
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve suppliers and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate



- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same
- Assess the environmental impact of any new processes or products we intend to introduce in advance

MANAGEMENTS RESPONSIBILITY

The promotion and maintenance of the environment in which we work is mainly the responsibility of management. Management at all levels of the organisation is required to contribute to the overall environmental conditions at our place of work.

SPECIFIC RESPONSIBILITIES

- (a) Each manager is required to ensure that this policy and the program is effectively implemented in their areas of control and to support supervisors and hold them accountable for their specific responsibilities.
- (b) Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that:
 - The workplace under their control is free from polluting the environment and
 - any refuse or waste product is to be removed, controlled, or treated to prevent pollution of environment and
 - all legislative requirements are being met systematic approach to environmental control.
- (c) Identify and conform to legislative requirements pertaining to our industry
- (d) Consult with the necessary authorities regarding waste disposal
- (e) Design and implement safe systems of operation
- (f) Design and implement correct disposal procedures
- (g) Implement an environmental preventative maintenance program at each work site
- (h) Implement an employee awareness program.



More Specifically

- (i) the supervisor will always be held accountable for detecting any unsafe or unhealthy condition
- (ii) if the supervisor does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly together with any recommendations for remedial action to a person who does have the necessary authority

(i) Managers/Supervisors

The supervisor or manager who has the necessary authority will be held accountable for taking prompt remedial action to prevent or eliminate any unsafe occurrence and to provide the necessary control mechanisms to assist in the management of the environment where appropriate.

(j) Employees

All employees are required to co-operate with management so that the policy, programmes and legislative requirements ensure that the environment remains in a safe and healthy condition.

Managing Director

SIGNED: _____

DATE: ____/____/2021



CORPORATE SOCIAL RESPONSIBILITY STATEMENT

At Canberra Night Patrol Pty Ltd, we recognise and live up to our responsibilities to our stakeholders and wider community and we commit to conducting our business in an ethical and socially responsible way.

Our first responsibility is to our customers in providing services to meet their needs. Everything we do must be of high quality. We will create continuous improvement through a comprehensive performance management framework. We will endeavour constantly to deliver best value and will innovate continuously to reduce our costs in order to maintain reasonable and competitive prices. On a daily basis we will demonstrate that we care passionately about service and will earn our customers trust as people they can rely on to deliver outstanding performance. In so doing we will support our customers reputations and our own.

We are responsible to the men and women who deliver our service and who we entrust with our business and our good name. Every employee and sub-contractor must be considered as an individual. We must respect their rights, their diversity and their dignity and recognise their merit. There must be equal opportunities for employment and for development and advancement for those qualified.

We will encourage them through training and recognition to exemplify excellence in their respective jobs. They must feel free to make suggestions or complaints and report suspected misconduct. They will work within an organisation that is run by accountable leaders who are competent and fair. In this way we will attract, retain and keep motivated the best people in our sector.

We have a responsibility to all our stakeholders for the ethical and socially responsible conduct of our business. We will comply fully with the spirit as well as the letter of all relevant legal and regulatory requirements and act as a good corporate citizen. Our policies and procedures will conform to recognised best practice in corporate social responsibility and governance and will conduct our business with honesty, integrity and transparency.



We have a responsibility to safeguard the health and safety of our employees, sub-contractors, customers and premises where we are employed. We believe accidents are preventable and we are committed to achieving injury free workplaces and encouraging and supporting our employees and sub-contractors.

We are responsible to the communities in which we conduct our business to behave as good citizens, to minimise any disruptive effect of our or our customers operations, to support community endeavours and good causes and to make a positive impact. We are responsible to the wider community to minimise the environmental impact of our business by reducing our consumption of resources and the waste we produce.

We will continuously find innovative ways to help our customers to improve their own environmental performance.

We have a responsibility to treat our suppliers and business partners as we would wish to be treated as customers. Suppliers must have the opportunity to make a fair profit within competitive pricing and to be paid promptly according to mutually agreed terms.

We also have a responsibility to ourselves, our stakeholders and to maintain sound finances, return a fair profit and invest for the future.

Managing Director

SIGNED: _____

DATE: ____/____/2021



WASTE MANAGEMENT & MINIMISATION POLICY

With a growing concern for our environment Canberra Night Patrol have implemented a systematic approach to waste management and minimisation and its impact on the environment. Consideration for our environment is of the utmost importance.

Resources in line with the importance of waste management and minimisation will be made available to comply in all respects with the Waste Minimisation and Management Act, 1995 (NSW) as amended.

MANAGEMENTS RESPONSIBILITY

The promotion and maintenance of the environment in which we work is mainly the responsibility of management. Management at all levels of the organisation is required to contribute to the overall implementation of waste management and minimisation conditions at our place of work.

SPECIFIC RESPONSIBILITIES

- (a) Each manager is required to ensure that this policy and the program is effectively implemented in their areas of control and to support supervisors and hold them accountable for their specific responsibilities.
- (b) Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that:
 - The workplace under their control is free from polluting the environment
 - Any refuse or waste product is to be removed, controlled, or treated to prevent pollution of the environment
 - All legislative requirements are being met

Systematic Approach to Waste Management and Minimisation

1. Identify and conform to legislative requirements pertaining to our industry



2. Consult with the necessary authorities regarding waste disposal
 3. Design and implement safe systems of operation
 4. Design and implement correct disposal procedures
 5. Implement an environmental preventative maintenance program at each work site
- Implement an employee awareness program

Waste Management Hierarchy

1. Reduce or avoid your use of materials
2. Reuse materials
3. Recycle/reprocess materials
4. Disposal (Only if the first three options are not possible)

More Specifically

- (i) the supervisor will always be held accountable for detecting any unsafe or unhealthy condition

if the supervisor does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly together with any recommendations for remedial action to a person who does have the necessary authority.

Managers/Supervisors

The supervisor or manager who has the necessary authority will be held accountable for taking prompt remedial action to prevent or eliminate any unsafe occurrence and to provide the necessary control mechanisms to assist in the management of the environment where appropriate.



Employees

All employees are required to co-operate with management so that the policy, programs and legislative requirements ensure that the environment remains in a safe and healthy condition.

Managing Director

SIGNED: _____

DATE: ____/____/2021



INDUSTRIAL RELATIONS POLICY

- To maintain a fair and effective program in Industrial Relations Management having in mind the obligations imposed by the:
 - (NSW) Industrial Relations Act, 1996;
 - Australian Workplace Relations Act, 1996;
 - Occupational Health & Safety Regulation 2001
 - (NSW) Occupational Health & Safety Act 2000 No 40;
 - (NSW) Workers Compensations Act 1987; and
 - (NSW) Workplace Injury Management and Workers Compensation Act, 1998 No 86.
- To continually identify issues of importance to the firm and to its employees, and to develop appropriate responses; and to achieve, through workplace reform, continual monitoring and training initiatives, an environment that is conducive to a safe, efficient and productive workforce.
- To maintain the reform processes and work change practices designed to improve the relationship between employees and the management of this firm.
- To respond to on-site issues raised by workers or identified by foremen or by any other member of management.
- To identify the expectations of builders and principals in regard to industrial relations processes
- prior to entering into contracts with them.
- To ensure that any Enterprise Bargaining Agreement (EBA) or Australian



Workplace Agreement (AWA) entered into provides productive quid-pro-quo benefits and bears no long-term negative implications for the firm.

- To co-operate with the safety management processes on the building and construction projects on which our workforce is deployed.
- To hold regular briefing sessions for workers and site management to report on the
- activities of the firm, to describe its expectations and to seek their views on ways to improve the performance of the firm in all aspects of its operations.

Managing Director

SIGNED: _____

DATE: ____/____/2021



ETHICAL SOURCING POLICY

Because we care about the people involved in making any products we purchase, we have the following ethical sourcing policy in place.

- It is unacceptable to use forced, bonded or involuntary prison labour.
- Suppliers should not employ children below 16 years of age.
- Workers must be paid a fair, living wage for the type of work they undertake. This must meet national legal or industry standards as a minimum. Deduction of wages as a disciplinary measure shall not be permitted.
- Workers shall not be required to work in excess of 48 hours/week. All overtime must be voluntary.
- Harsh or inhumane treatment whether physical, sexual or verbal is prohibited.
- Discrimination in hiring based on race, caste, national origin, religion, disability, gender, age, sex, orientation, union membership or political affiliation is unacceptable.
- Suppliers should demonstrate care and concern for the physical environment in which they operate. A safe and hygienic working environment shall be provided with adequate steps taken to prevent accidents and injury to health. Workers shall receive regular and recorded health and safety training. Workers shall be provided with clean toilet facilities, access to fresh water and sanitary storage area for food.
- Buyers must not tolerate corruption in any form. Buyers aware of any corrupt activity have a duty to alert their senior management. Bribery is a criminal offence in the Australia.
- All personal interests should be declared. Buyers should encourage colleagues



to declare any material personal interest which may effect, or be seen to effect, their impartiality or judgement in respect of their duties.

- Buyers should, wherever possible, be aware of opportunities to support the local communities and SME's

Managing Director

SIGNED: _____

DATE: ____/____/2021



WORK FITNESS POLICY

The Canberra Night Patrol has provided this information to assist tenderers to meet the Workplace Relations Management Plans (WRMPs) content requirements in Schedule 4 of the *Code for the Tendering and Performance of Building Work 2016* (Code). However, it is not an exhaustive list of the matters that must be addressed.

Fitness for work/alcohol and other drugs in the workplace

Schedule 4 of the Code for the Tendering and Performance of Building Work 2016

The fitness for work policy referred to in paragraph 32(2)(a) address:

1. those on site (including employees of the head contractor, subcontractors and their employees and others) will be required to comply with the relevant fitness for work policy (i.e. through contract or some other enforceable means).
2. the use of an objective medical testing method/s to detect the presence of drugs or alcohol in a worker's system and outline the detection method/s to be used on the project.
3. the requirement that all of the following substances are tested for:
 - I. Alcohol;
 - II. Opiates;
 - III. THC;
 - IV. Cocaine;
 - V. Benzodiazepines;
 - VI. Amphetamine; and
 - VII. Methamphetamine.
4. that a person who returns a positive result for any of the substances listed above will be deemed not to be fit for work (in respect of each substance listed above, subject to testing detectable levels, there is a zero level tolerance).
5. a person who returns a positive result will be prevented from performing work



until they can prove they are fit to return to work, and other processes that will apply in the event of a positive result or deemed positive result (i.e. a failure to submit to a test).

6. Frequent and periodic testing (at least once per month) of the workforce (both construction workers and site office workers) will be as follows:
 - a. where there are less than 30 workers on site – at least 10% of the workforce;
 - b. where there are 30 to 100 workers on site – a minimum of 5 workers per month; and
 - c. where there are greater than 100 workers on site – a minimum of 10 workers per month.
7. selection of personnel to be tested (including staged selection across a worksite or random selection for testing if the entire workforce is not to be tested in a testing round).
8. targeted testing of higher-risk activities, voluntary testing and for-cause testing.
9. workers who attend for work affected by drugs or alcohol will be counselled and assisted, apart from any disciplinary process that might apply.

Section 13 of the Code for the Tendering and Performance of Building Work 2016

- 1) A code covered entity must protect freedom of association in respect of building work by adopting and implementing policies and practices that:
 - a) ensure that persons are:
 - i) free to become, or not become, members of building associations; and
 - ii) free to be represented, or not represented, by building associations; and
 - iii) free to participate, or not participate, in lawful industrial activities; and
 - iv) not discriminated against in respect of benefits in the workplace because they are, or are not, members of a building association.
- 2) Without limiting subsection (1), the code covered entity ensure that:
 - a) personal information is dealt with in accordance with the Privacy Act 1988 and



- the Fair Work Act 2009; and
- b) 'no ticket, no start' signs, or similar, are not displayed and such arrangements are not implemented; and
 - c) signs that seek to vilify or harass employees who participate, or do not participate, in industrial activities are not displayed; and
 - d) 'show card' days do not occur; and
 - e) there is:
 - i) no discrimination against elected employee representatives; and
 - ii) no disadvantage to elected employee representatives; and
 - f) forms are not used to require:
 - i) an employee to identify whether they are a member of a building association; or
 - ii) a subcontractor to identify whether the contractor or its employees or subcontractors are a member of a building association; and
 - g) practices that are not authorised by law which require, directly or indirectly, a person to disclose whether or not they are a member of a building association, are not engaged in; and
 - h) individuals are not refused employment or engagement because they are, or are not, a member of a building association; and
 - i) the employment of employees or engagement of subcontractors is not terminated because they are, or are not, a member of a building association; and
 - j) building association logos, mottos or indicia are not applied to clothing, property or equipment supplied by, or which provision is made for by, the employer or any other conduct which implies that membership of a building association is anything other than an individual choice for each employee; and
 - k) reasonable requests from a workplace delegate to represent an employee of the code covered entity in relation to a grievance, a dispute or a discussion with a member of a building association are not refused; and
 - l) requirements are not imposed, or attempted to be imposed, on the code covered



- entity or a subcontractor engaged by the code covered entity to:
- i) employ a non-working shop steward or job delegate; or
 - ii) hire an individual nominated by a building association
- m) the code covered entity does not employ a non-working shop steward or job delegate; and
- n) individuals are not required to pay a 'bargaining fee' (howsoever described) to a building association of which the individual is not a member, in respect of services provided by the association; and
- o) employees must be provided a freedom of choice in deciding whether to be represented in grievance or dispute procedures (whether or not pursuant to an enterprise agreement), and, if so, by whom; and
- p) officials, delegates, or other representatives of a building association do not undertake or administer induction processes.

Managing Director

SIGNED: _____

DATE: ____/____/2021



SEXUAL HARASSMENT POLICY

As part of the Company's overall commitment to equality of opportunity, it is fully committed to promoting a fair and harmonious working environment in which everyone is treated with respect and dignity and in which no individual feels bullied, threatened or intimidated. The aim of this policy is to prevent harassment and bullying in the workplace which includes harassment and bullying by other workers or by third parties you encounter while doing your job.

Harassment or bullying at work in any form is unacceptable behaviour and will not be permitted or condoned and will be viewed as a gross misconduct offence which may result in dismissal without notice.

Harassment and bullying detract from a productive working environment and can impact on the health, confidence, morale and performance of those affected by it, including anyone who witnesses or has knowledge of the unwanted or unacceptable behaviour.

Definition of Harassment

Harassment is any unwanted physical, verbal or non-verbal conduct based on sex, sexual orientation, marital or civil partnership status, gender reassignment, religious belief, age, race or disability which affects the dignity of anyone at work or creates an intimidating, hostile, degrading, humiliating or offensive environment.

A single incident of unwanted or offensive behaviour can amount to harassment. Some examples are given below, but many forms of behaviour can constitute harassment. These examples are:

- Physical conduct, ranging from touching, pushing or grabbing to punching or serious assault
- Verbal or written harassment through jokes, offensive language, defamatory remarks, gossip, threats or letters
- Unwelcome sexual behaviour, including unwanted suggestions, propositions



or advances

- The sending or displaying of material that is pornographic or obscene, including e-mails, text messages, video clips, photographs, posters, emblems or any other offensive material
- Isolation, non-co-operation at work or exclusion from social activities
- Coercion, including pressure for sexual favours
- Inappropriate personal contact, including intrusion by pestering or spying

It should be noted that it is the impact of the behaviour that is relevant and not solely the motive or intent behind it.

Interactions that are consensual, welcome and reciprocated are not behaviour that is sexual harassment.

Sexual harassment is unlawful in any workplace. Sex Discrimination Act 1984 (Cth) legislation make sexual harassment unlawful in any work related context. They apply during all aspects of advice and advocacy work of security staff during all professional engagements including those of educative or social nature whether formal or informal.

Definition of bullying

Bullying is persistent, offensive, abusive, intimidating or insulting behaviour, which, through the abuse of power, makes the recipient feel upset, threatened, humiliated or vulnerable. Bullying can be a form of harassment and can undermine an individual's self-confidence and self-esteem and cause them to suffer stress. Bullying can take the form of physical, verbal and non-verbal conduct. As with harassment, there are many examples of bullying, which can include:

- Shouting at or humiliating others
- High-handed or oppressive levels of supervision
- Unjustified, offensive and/or insulting remarks about performance
- Excluding employees from meetings, events or communications without good cause
- Physical or emotional threats



Bullying can occur in the workplace and outside of the workplace at events connected to the workplace, such as social functions or business trips.

Objectives

This policy has the following objectives:

- Creating a work and business environment free from sexual harassment
- Encouraging an environment throughout the Canberra Night Patrol where individuals are treated with courtesy, respect and dignity
- Treating complaints made in good faith about sexual harassment in a manner that is, to the extent possible, confidential, timely, fair and with protection from reprisal,
- Implementing training and awareness of behaviours that constitute sexual harassment and that may breach guards good conduct rules,
- Encouraging reports of sexual harassment behaviour
- Promoting appropriate standards of conduct at all times.

Your rights and responsibilities

You have the right to work in an environment which is free from any form of harassment or bullying. The Company recognises your right to complain about harassment or bullying should it occur. All complaints will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that, when you make a complaint, you will be protected from further acts of bullying and harassment. If others also give evidence or information in connection with the complaint, they equally will be protected. Perpetrators of these acts will be subject to disciplinary action which may warrant dismissal.

You have a responsibility to help ensure a working environment in which the dignity of everyone is respected. You must comply with this policy and you should ensure that



your behaviour to colleagues and anyone connected to the Company, does not cause offence and could not in any way be considered to be harassment or bullying.

You should discourage harassment and bullying by making it clear that you find such behaviour unacceptable. You should also support colleagues who suffer such treatment and are considering making a complaint. You must alert a manager or supervisor immediately to any incident of harassment or bullying to enable the Company to deal with the matter promptly and effectively.

The Company will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment and bullying. This policy and procedure will be communicated effectively to all employees, and the Company will ensure that all employees are aware of their responsibilities. Appropriate training, where necessary, will be provided.

In order to raise a complaint of harassment or bullying, please refer to the Company Grievance Procedure

Responsibilities of management

This means that managers and supervisors have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed at all times;
- model appropriate behaviour themselves;
- promote the organisation's sexual harassment policy within their work area;
- treat all complaints seriously and take immediate action to investigate and resolve the matter;
- refer complaints to another officer if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious).



Responsibilities of staff:

All staff have a responsibility to:

- comply with the organisation's sexual harassment policy;
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves);
- maintain complete confidentiality if they provide information during the investigation of a complaint. Staff should be warned that spreading gossip or rumours may expose them to a defamation action.

Sexual harassment in employment is unlawful under the Sex Discrimination Act 1984 (Cth). Sexual harassment is unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.

Managing Director

SIGNED: _____

DATE: ____/____/2021



DRUG & ALOHOL POLICY

Canberra Night Patrol provides a work environment which aims to ensure the Health, safety,

respect and productivity of all employees. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the well-being of the impaired employee, other employees, customers of the employer as well as members of the public.

Objectives

- To support our responsibility for and commitment toward our team members to ensure a safe and healthy workplace;
- To ensure that all team members at Canberra Night Patrol PTY LTD have a work environment which is free of alcohol and drug abuse;
- To outline the company's expectations and requirements for creating and maintaining a drug free work environment, and for dealing with substance abuse in the workplace.
- To provide an opportunity to team members with a substance use problem to get well rather than provide grounds for the employer to terminate such a team member's employment.

Policy

This policy applies, at the workplace, to all team members of Canberra Night Patrol Pty Ltd (referred as the "Company") and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

1. All individuals working at Canberra Night Patrol Pty Ltd, are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and



acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, nonprescription drugs, or prescribed medications or any other substance.

2. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the well being of our team member's families, and the ability to accomplish the goal of a drug free work environment. As such, the Company wants to impress upon all team members that it has zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

3. The Company strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs.

Assistance & Rehabilitation

The Company recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it.

The Company also recognizes that dependency on alcohol and/or drugs can be successfully treated, and encourages team members with drug or alcohol dependencies to assume ownership of gaining control over their dependency.

Team members are expected to recognize that problems related to alcohol and drug use or dependency are not an excuse for poor or unsafe performance. Team members who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly.

Full participation in appropriate treatment programs is expected. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance.



Team members who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

Roles & Responsibilities

It is the responsibility of all supervisors to identify a situation in which they have concerns about an individual's immediate ability to perform their job, and take appropriate steps.

Where necessary, they will remove any team member who is suspected of violating the provisions of this policy, pending investigation and a decision on appropriate consequences including potential disciplinary action.

The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.

1. If a team member, visitor or contractor arrives at the workplace, and you have reasonable cause to suspect that the team member, visitor or contractor is under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. In the event you have any doubt as to whether the team member is, or is not impaired you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty team member is requested to work. It is the team member's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
3. Team members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may



require modification of duties or temporary reassignment, and provide appropriate medical verification on restrictions in performance of duties.

4. If a team member or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader.

5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any team member, co-worker, contractor or supervisor not complying with this is enabling. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

Policy Violations and Procedures for Supervisors and Managers

Where the situation dictates that a witness is required to corroborate a reasonable suspicion that a team member, visitor or contractor is under the influence, supervisors must seek corroboration from two of the following individuals.

1. Owner
2. Another Security Guard
3. Manager
4. Deputy Manager
5. Charge hand

Canberra Night Patrol policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use.

Managing Director

SIGNED: _____

DATE: ____/____/2021



RACIAL POLICY

Racial discrimination occurs under the RDA when someone is treated less fairly than someone else in a similar situation because of their race, colour, descent or national or ethnic origin. Racial discrimination can also occur when a policy or rule appears to treat everyone in the same way but actually has an unfair effect on more people of a particular race, colour, descent or national or ethnic origin than others.

It is against the law to discriminate in areas such as:

- Employment (section 15) - e.g. when seeking employment, training, promotion, equal pay or conditions of employment;
- Land, housing or accommodation (section 12) - e.g. when buying a house or when renting;
- Provision of goods and services (section 13) - e.g. when buying something, applying for credit, using banks, seeking assistance from government departments, lawyers, doctors and hospitals, or attending restaurants, pubs, entertainment venues;
- Access to places and facilities for use by the public (section 11) - e.g. when trying to use parks, libraries, government offices, hotels, places of worship, entertainment centres, hire cars;
- Advertising (section 16) - e.g. advertising for a job stating that people from a certain ethnic group cannot apply;
- Joining a trade union (section 14).

As of November 2016, Section 18C of Racial Discrimination Act is worded as follows:

Offensive behaviour because of race, colour or national or ethnic origin

(1) It is unlawful for a person to do an act, otherwise than in private, if:



(a) the act is reasonably likely, in all the circumstances, to offend, insult, humiliate or intimidate another person or a group of people; and

(b) the act is done because of the race, colour or national or ethnic origin of the other person or of some or all of the people in the group.

Note: Subsection (1) makes certain acts unlawful. Section 46P of the *Australian Human Rights Commission Act 1986* allows people to make complaints to the Australian Human Rights Commission about unlawful acts. However, an unlawful act is not necessarily a criminal offence. Section 26 says that this Act does not make it an offence to do an act that is unlawful because of this Part, unless Part IV expressly says that the act is an offence.

(2) For the purposes of subsection (1), an act is taken not to be done in private if it:

(a) causes words, sounds, images or writing to be communicated to the public; or

(b) is done in a public place; or

(c) is done in the sight or hearing of people who are in a public place.

(3) In this section:

"public place " includes any place to which the public have access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place.

Complaints under the Act can be lodged with Australia's Human Rights Commission, which is charged with investigating and either dismissing complaints, or initiating conciliation processes. If unresolved, matters can be taken to court.

Section 18C does not create a criminal offence, but rather, under Section 46P of the Australian Human Rights Commission Act 1986 (Cth), people may take complaints to the Australian Human Rights Commission. If at that point, the complaint cannot be resolved, then an application alleging "unlawful discrimination" may be made to the



Federal Court of Australia or to the Federal Circuit Court. When such allegations are upheld, the court may make orders, including for compensation.

Equality and Diversity Policy Statement

The aim of this policy is to communicate the commitment of Canberra Night Patrol Pty Ltd to the promotion of equality and opportunity.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment.
- Marital or civil partnership status.
- Having or not having dependants.
- Religious belief or political opinion.
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller).
- Disability.
- Sexual orientation.
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, sub-contractors and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the work place is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the work force will be utilised fully to maximise the efficiency of the organisation.

Managing Director

SIGNED: _____

DATE: ____/____/2021



COMPANY GRIEVANCE & DISCIPLINARY PROCEDURES

The statutory Code of Practice on discipline and grievance is set out at paras 1 to 45 on the following pages. It provides basic practical guidance to employers, employees and their representatives and sets out principles for handling disciplinary and grievance situations in the workplace. The Code does not apply to dismissals due to redundancy or the non-renewal of fixed term contracts on their expiry. Guidance on handling redundancies is contained in advisory booklet on Redundancy handling.

A failure to follow the Code does not, in itself, make a person or organisation liable to proceedings. However, employment tribunals will take the Code into account when considering relevant cases. Tribunals will also be able to adjust any awards made in relevant cases by up to 25 per cent for unreasonable failure to comply with any provision of the Code.

Employers and employees should always seek to resolve disciplinary and grievance issues in the workplace. Where this is not possible employers and employees should consider using an independent third party to help resolve the problem. The third party need not come from outside the organisation but could be an internal mediator, so long as they are not involved in the disciplinary or grievance issue. In some cases, an external mediator might be appropriate.

Many potential disciplinary or grievance issues can be resolved informally. A quiet word is often all that is required to resolve an issue. However, where an issue cannot be resolved informally then it may be pursued formally. This Code sets out the basic requirements of fairness that will be applicable in most cases; it is intended to provide the standard of reasonable behaviour in most instances.

Employers would be well advised to keep a written record of any disciplinary or grievances cases they deal with. Organisations may wish to consider dealing with issues involving bullying, harassment or whistle blowing under a separate procedure.



CODE OF PRACTICE 1 – DISCIPLINARY AND GRIEVANCE PROCEDURES

Introduction

1. This Code is designed to help employers, employees and their representatives deal with disciplinary and grievance situations in the workplace.

- Disciplinary situations include misconduct and/or poor performance .If employers have a separate capability procedure they may prefer to address performance issues under this procedure. If so, however, the basic principles of fairness set out in this Code should still be followed, albeit that they may need to be adapted.
- Grievances are concerns, problems or complaints that employees raise with their employers.
- The Code does not apply to redundancy dismissals or the non-renewal of fixed term contracts on their expiry.

2. Fairness and transparency are promoted by developing and using rules and procedures for handling disciplinary and grievance situations.

These should be set down in writing, be specific and clear. Employees and, where appropriate, their representatives should be involved in the development of rules and procedures. It is also important to help employees and managers understand what the rules and procedures are, where they can be found and how they are to be used.

3. Where some form of formal action is needed, what action is reasonable or justified will depend on all the circumstances of the particular case.

- Employment tribunals will take the size and resources of an employer into account when deciding on relevant cases and it may sometimes not be practicable for all employers to take all of the steps set out in this Code.

4. That said, whenever a disciplinary or grievance process is being followed it is important to deal with issues fairly. There are a number of elements to this:



- Employers and employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
- Employers and employees should act consistently.
- Employers should carry out any necessary investigations, to establish the facts of the case.
- Employers should inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.
- Employers should allow employees to be accompanied at any formal disciplinary or grievance meeting.
- Employers should allow an employee to appeal against any formal decision made.

Discipline Keys to handling disciplinary issues in the workplace establish the facts of each case

5. It is important to carry out necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, the investigatory stage will be the collation of evidence by the employer for use at any disciplinary hearing.
6. In misconduct cases, where practicable, different people should carry out the investigation and disciplinary hearing.
7. If there is an investigatory meeting this should not by itself result in any disciplinary action. Although there is no statutory right for an employee to be accompanied at a formal investigatory meeting, such a right may be allowed under an employer's own procedure.



8. In cases where a period of suspension with pay is considered necessary, this period should be as brief as possible, should be kept under review and it should be made clear that this suspension is not considered a disciplinary action.

Inform the employee of the problem

9. If it is decided that there is a disciplinary case to answer, the employee should be notified of this in writing. This notification should contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case at a disciplinary meeting. It would normally be appropriate to provide copies of any written evidence, which may include any witness statements, with the notification.

10. The notification should also give details of the time and venue for the disciplinary meeting and advise the employee of their right to be accompanied at the meeting.

Hold a meeting with the employee to discuss the problem

11. The meeting should be held without unreasonable delay whilst allowing the employee reasonable time to prepare their case.

12. Employers and employees (and their companions) should make every effort to attend the meeting. At the meeting the employer should explain the complaint against the employee and go through the evidence that has been gathered. The employee should be allowed to set out their case and answer any allegations that have been made. The employee should also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should also be given an opportunity to raise points about any information provided by witnesses. Where an employer or employee intends to call relevant witnesses they should give advance notice that they intend to do this.



Allow the employee to be accompanied at the meeting

13. Workers have a statutory right to be accompanied by a companion where the disciplinary meeting could result in:

- A formal warning being issued; or
- The taking of some other disciplinary action; or
- The confirmation of a warning or some other disciplinary action (appeal hearings).

14. The chosen companion may be a fellow worker, a trade union representative, or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

15. To exercise the statutory right to be accompanied workers must make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

16. The companion should be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

Decide on appropriate action

17. After the meeting decide whether or not disciplinary or any other action is justified and inform the employee accordingly in writing.

18. Where misconduct is confirmed or the employee is found to be performing unsatisfactorily it is usual to give the employee a written warning. A further act of



misconduct or failure to improve performance within a set period would normally result in a final written warning.

19. If an employee's first misconduct or unsatisfactory performance is sufficiently serious, it may be appropriate to move directly to a final written warning. This might occur where the employee's actions have had, or are liable to have, a serious or harmful impact on the organisation.

20. A first or final written warning should set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required (with timescale). The employee should be told how long the warning will remain current. The employee should be informed of the consequences of further misconduct, or failure to improve performance, within the set period following a final warning. For instance that it may result in dismissal or some other contractual penalty such as demotion or loss of seniority.

21. A decision to dismiss should only be taken by a manager who has the authority to do so. The employee should be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

22. Some acts, termed gross misconduct, are so serious in themselves or have such serious consequences that they may call for dismissal without notice for a first offence. But a fair disciplinary process should always be followed, before dismissing for gross misconduct.

23. Disciplinary rules should give examples of acts which the employer regards as acts of gross misconduct. These may vary according to the nature of the organisation and what it does, but might include things such as theft or fraud, physical violence, gross negligence or serious insubordination.

24. Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause the employer should make a decision on the evidence available.



Provide employees with an opportunity to appeal

25. Where an employee feels that disciplinary action taken against them is wrong or unjust they should appeal against the decision. Appeals should be heard without unreasonable delay and ideally at an agreed time and place. Employees should let employers know the grounds for their appeal in writing.

26. The appeal should be dealt with impartially and wherever possible, by a manager who has not previously been involved in the case.

27. Workers have a statutory right to be accompanied at appeal hearings.

28. Employees should be informed in writing of the results of the appeal hearing as soon as possible.

Special cases

29. Where disciplinary action is being considered against an employee who is a trade union representative the normal disciplinary procedure should be followed. Depending on the circumstances, however, it is advisable to discuss the matter at an early stage with an official employed by the union, after obtaining the employee's agreement.

30. If an employee is charged with, or convicted of a criminal offence this is not normally in itself reason for disciplinary action.

Consideration needs to be given to what effect the charge or conviction has on the employee's suitability to do the job and their relationship with their employer, work colleagues and customers.

Grievance Keys to handling grievances in the workplace Let the employer know the nature of the grievance

31. If it is not possible to resolve a grievance informally employees should raise the matter formally and without unreasonable delay with a manager who is not the subject



of the grievance. This should be done in writing and should set out the nature of the grievance.

Hold a meeting with the employee to discuss the grievance

32. Employers should arrange for a formal meeting to be held without unreasonable delay after a grievance is received.

33. Employers, employees and their companions should make every effort to attend the meeting. Employees should be allowed to explain their grievance and how they think it should be resolved. Consideration should be given to adjourning the meeting for any investigation that may be necessary.

Allow the employee to be accompanied at the meeting

34. Workers have a statutory right to be accompanied by a companion at a grievance meeting which deals with a complaint about a duty owed by the employer to the worker. So this would apply where the complaint is, for example, that the employer is not honouring the worker's contract, or is in breach of legislation.

35. The chosen companion may be a fellow worker, a trade union representative or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

36. To exercise the right to be accompanied a worker must first make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.



37. The companion should be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing.

The companion does not however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

Decide on appropriate action

38. Following the meeting decide on what action, if any, to take. Decisions should be communicated to the employee, in writing, without unreasonable delay and, where appropriate, should set out what action the employer intends to take to resolve the grievance. The employee should be informed that they can appeal if they are not content with the action taken.

Allow the employee to take the grievance further if not resolved

39. Where an employee feels that their grievance has not been satisfactorily resolved they should appeal. They should let their employer know the grounds for their appeal without unreasonable delay and in writing.

40. Appeals should be heard without unreasonable delay and at a time and place which should be notified to the employee in advance.

41. The appeal should be dealt with impartially and wherever possible by a manager who has not previously been involved in the case.

42. Workers have a statutory right to be accompanied at any such appeal Hearing.

43. The outcome of the appeal should be communicated to the employee in writing without unreasonable delay.



Overlapping grievance and disciplinary cases

44. Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

Collective grievances

45. The provisions of this code do not apply to grievances raised on behalf of two or more employees by a representative of a recognised trade union or other appropriate workplace representative. These grievances should be handled in accordance with the organisation's collective grievance process.



CODE OF PRACTICE FOR SECURITY OFFICERS

Private Security Act

Objective

- To promote and foster amongst persons involved in the security industry responsible for guarding another person's property the highest standards of efficiency, service, equipment and ethical behaviour.
- To give an undertaking to the general public that the regulation of security officers is in keeping with the principles of public health and safety.
- To set general standards for service and quality of employees operating in the sector of the industry responsible for guarding property. The standard described in the code is the minimum standard.

Part A

Overview of the legislative framework and various obligations of a security officer

Definitions

Assignment instructions has the same meaning given to it as Australian Standard AS 4421-1996 being the operational document detailing the specific duties to be performed under the contract.

Client has the same meaning given to it as Australian Standard AS 4421-1996 being the individual or organisation retaining the services of security officers to carry out agreed services, responsible for remunerating the security firm or officer (in the case of a self-employed security officer) in accordance with an agreed contract.

Control or operations room has the same meaning given to it as Australian Standard AS 4421-1996 and the national Competency Standards for the security industry being a communication centre which monitors mobile patrols by security officers and static security officers and which provides a key holding service.



Director-General of Licensing is the authority appointed under the *Private Security Act* which is responsible for the administration of the Act and this code.

Security firm has the same meaning given to it in the *Private Security Act* which is a person who, or partnership that, engages in the business of supplying, for reward, the services of:

- crowd controllers or security officers, or
- where this section is specified in a notice under section 8 of the Act to apply to members of a class of persons declared in that notice to be a category of security providers - members of that class of persons, to other persons.

Security officer has the same meaning given to it by the *Private Security Act* which is a person who for reward, patrols or guards another person's property but notwithstanding this definition, a person is not a security officer merely because the person:

- is an employee of a person who does not, for reward, patrol or guard another person's property, and
- as an employee, patrols or guards the employer's property.

Legislation

Security Firms To Keep And Make Available Legislation

Important note: It is a condition of each licence granted to a security firm that they keep and make available to security officers for their perusal the legislation referred to in this code. Security officers should access this information and ensure they are aware of the provisions they are expected to comply with.

Licensing

All persons unless exempted from the application of the Act must be licensed to carry out the functions of a crowd controller. The maximum penalty is 100 penalty units.

The *Penalty Units Act* prescribes the monetary value of a penalty unit, its indexation and change of value by regulation. As at 1 July 2016, a penalty unit means \$154.



Under the Act, the grounds for suspension or cancellation of a licence or refusal to renew a licence include where:

- the licensee contravenes a condition of the licence
- the licensee has contravened the Private Security Act, or
- the licensee is no longer an appropriate person to be granted a licence.

Licensed security officers should note:

- it is a condition of all licences issued by the Director-General of Licensing to crowd controllers that they must comply with any Code of Practice approved by the Minister
- should a licensed security officer be found guilty of an offence listed as a 'Disqualifying Offence' in the Regulations the Director-General of Licensing will act to cancel the security officer's licence
- should a licensed security officer be found guilty of an offence relating to property or dishonesty the Director-General of Licensing may reconsider whether that person's licence should be cancelled
- should a licensed security officer be found guilty of offending against a provision of:
 - a) the *Misuse of Drugs Act* in respect of the drugs listed in Schedules 1 and 2 of that Act
 - b) the Firearms Act, or
 - c) any Act passed by the Legislative Assembly in substitution for those Acts, the Director-General of Licensing may reconsider whether the person continues to be an appropriate person to hold a licence. Licensed security officers are strongly advised to take note of what these offences are and must avoid contravening these provisions.

Other legislation affecting security officers in the performance of their duties

All security officers should be aware of other legislation affecting their duties, being the:

- Summary Offences Act: sections 47 and 56(1)(d)



- Trespass Act: sections 7 and 8, and
- Criminal Code: sections 27, 28, 149, 152, 154, 155 and 441 and the definitions contained in section 1 of Division 1
- and the common law principles relating to the application of force.

Part B

Professional standards and conduct

A security officer may be subject to disciplinary action if he or she is found to have contravened the provisions listed in this Part.

As an overriding guiding principle, security officers shall always conduct all aspects of their employment in a responsible and professional manner.

Security officers shall:

- 3.1 Not consume alcohol whilst on duty and not commence duty if they have consumed alcohol in the period leading up to them commencing duty which would adversely affect the adequate performance of their duties.
- 3.2 Not consume drugs specified in Schedule 1 of the *Misuse of Drugs Act* 1993. Security officers shall not consume drugs listed in Schedule 2 of that Act whilst on duty or in the period leading up to them commencing duty which would adversely affect the adequate performance of their duties.
- 3.3 Bring to the attention of their employer any incident which should be recorded within an incident register, particularly where physical force was used by or against the security officer.
- 3.4 Not make or sign any false verbal or written statement in relation to their employment as a security officer.
- 3.5 Where employed to do so, carefully monitor the behaviour of visitors to any premises for which they are responsible for guarding or other members of the public so that problems can be detected early and where necessary act swiftly with the aim of protecting the health and safety of members of the public and the



property they are responsible for guarding.

- 3.6 Where they hold a 'Provisional Licence' and have not undertaken the approved course of training to qualify fully as a security officer, undertake such training without unnecessary delay.
- 3.7 Irrespective of the type of security officers licence held, undertake any training or development activity required by and paid for by their employer where that activity will improve their performance as a security officer.
- 3.8 Not threaten any patron with physical violence.
- 3.9 Act responsibly with regards to the legislation that directly affects their employment.
- 3.10 Produce their licence at the request of a member of the Police Force or inspectors appointed by or under the Private Security Act.
- 3.11 Not work illegally, e.g. accept cash-in hand payments without a correctly completed payslip.
- 3.12 Not contravene section 56A of *the Summary Offences Act*.
- 3.13 Not use undue force in the course of their duties.
- 3.14 Not participate or encourage others to participate in assault.
- 3.15 In the course of their duties take action to prevent violence occurring.
- 3.16 In the course of their duties use mediation, negotiation, communication and conciliation as the primary methods of dealing with members of the public and not resort to physical contact where such can be avoided.

Advise their employer (security firm) as soon as is practicable of any changes which would adversely affect their ability to carry out their functions as a security officer.

1. Advise their employer (security firm) immediately should they be convicted of any disqualifying offence specified in the Private Security (Security Officers) Regulations.
2. Maintain proper standards of appearance and deportment whilst at work and be clean and tidy and properly dressed whilst on duty.
3. Unless otherwise requested by the client, wear any uniform provided by his employer which should display insignia identifying the security firm providing the



service and the wearer as an employee of that firm; it should be readily distinguishable from that of a member of the NTPolice, Fire and Emergency Services, Correctional Services or the Australian Defence Forces and it shall not be of a paramilitary nature. The insignia should be clearly visible when the uniform is worn in normal working environments.

4. Possess a sound knowledge of the relevant operations of the security firm and that firm's control or operations room when employed within such a function and have a clear understanding of the priorities for all routine and emergency matters, both in general and in regard to specific instructions for clients.
5. Not commit or condone any of the following acts which may be regarded as a breach of this code:
 - Knowingly make or sign any false verbal or written statement of whatever description.
 - Destroy, mutilate, alter or erase any document or record without proper authorisation.
 - Divulge any matter which is confidential to the employer or its clients, either past or present, without authority.
 - Corruptly solicit or receive any gratuity or other consideration from any person or fail to account for keys, money or property received in connection with his or her duties.
 - Be uncivil to persons encountered in the course of work or make unnecessary use of authority in connection with the discharge of his or her functions.
 - Act in a manner likely to bring discredit upon his or her security firm, a client, fellow employee or the occupation of security officer.
 - Wear his or her security firm's uniform or use the employer's equipment or identification without authority.
 - Allow any unauthorised person access to a client's premises.
 - Carry any equipment not issued as part of their duties and without his or her security firm's authority or make use of a client's equipment or



facilities without proper authority.

6. Return all equipment issued as part of his or her employment upon termination of employment.
7. Carry his or her security officer licence at all times while on duty.
8. Ensure he or she has a clear understanding of the requirements and conditions of the firm with whom they are employed.
9. Ensure that he or she has a full understanding of all duties expected of him or her relative to the site and property they are guarding.
10. Carry out all duties in accordance with the instructions contained in their assignment instructions.
11. Be in possession of all appropriate and relative licenses and permits to carry out his or her functions as required.
 - Report to his or her employer (security firm) all potentially hazardous locations, working environments, work instructions and similar difficulties that may impact on the performance of his or her duties, and that any problems encountered while on duty are properly recorded and reported.
 - Hold a current firearm licence which is appropriate to any firearm he or she is required to carry where this is part of his or her function.
 - Ensure the ammunition carried shall not exceed the manufacturer's specifications, be issued by their firm and be appropriate to the firearm being carried.
 - Observe Federal/State/Territory laws, statutes and regulations regarding the possession, use and safekeeping of firearms and ammunition.
 - Where the security officer is self-employed, possess public worker's compensation and professional indemnity insurance cover at a level commensurate with the nature of the business undertaken.



Please note:

Relevant legislation provisions as at the time of the making of this code may be changed by legislative amendment and any such changes may not be included in the copy you are reading.

Declaration

Declaration			
I have read and understood the Code of Practice for Security Officers and understand that breaches of the Code of Practice will be addressed to the Director-General of Licensing for disciplinary action and that breaches of the <i>Summary Offences Act</i> or Criminal Code will be further actioned under the provisions of those Acts.			
Declared at (Place)		On (Date)	
Signature of person making declaration		Date	
Full name			
Signature witness*		Date	
Full name of witness *			
*This Declaration may be made before any person who has attained the age of (18) eighteen years.			

Managing Director

SIGNED: _____

DATE: ____/____/2021