

Quality Policy

FLEXI STAFF PTY LTD is a Wholly West Australian Owned and Managed Labour Hire Company that is committed to maintaining a respected image within the Labour Hire Industry by providing a quality service and ensuring the correct person is placed on the job each and every time. This commitment is practised by all **FLEXI STAFF PTY LTD** employees in their daily activities.

The objective of our Quality Management Programme is to:

- Supply personnel that meet our customers requirements and expectations.
- Ensure a consistently high standard of quality is maintained in all endeavours.
- Meet the specific requirements of ISO9001:2008.

This will be achieved by:

- Implementing and maintaining a Quality Management Programme based on ISO9001:2008.
- Ensuring an ongoing commitment to Quality and Quality Improvement by all employees.

Our achievements will be enhanced as:

- Our company regards people as our most valued commodity, with priority given to the satisfaction of clients, personnel, and employees alike.
- FLEXI STAFF PTY LTD is proud of its excellent reputation and finds the maintenance and continuous improvement of this image important.
- Clients deserve the finest service with competition based on quality.
- It is important that FLEXI STAFF PTY LTD be seen as a valued contributor to the community and aware of its responsibility towards the environment.

The result of our Quality Management Programme is to provide personnel and service that will please and satisfy our clients.

We require, and expect, all employees to work in co-operation towards achieving these goals.



Company Director - 29th October 2013

Head Office

5 Stoneham Street
Ascot, WA 6104
P (08) 9479 4781

Bunbury

1/49 Spencer Street
Bunbury WA 6230
P (08) 9791 5032

Rockingham

1/21 Dixon Road
Rockingham WA 6169
P (08) 9592 7500

Melbourne

Suite 209 12 Corporate Drive,
Heatherton VIC 3202
P (03) 8579 3000

Occupational Safety and Health Policy

FLEXI STAFF PTY LTD believes that the safety and health of its employees, contractors, clients and visitors is of primary importance in the successful conduct of its business activities. Flexi Staff recognises its legal and moral responsibility to ensure the provision of a safe working environment, safe systems of work and competent supervision for all employees and contractors. Flexi Staff is committed to conducting its operations in a manner that will not cause people to be harmed, nor place their health at risk.

This commitment is achieved through:

- Complying with legislative requirements, codes, standards and guidelines;
- Developing objectives and targets with the goal of eliminating all work related incidents, achieving a zero harm workplace; and
- Clearly defining roles and responsibilities for occupational health, safety and environment.

Management Responsibilities

- Responsible for the effective implementation of the company's Occupational Safety and Health Policy;
- Observe, implement and fulfil legislative responsibilities;
- Ensure adherence to the agreed procedures through regular consultation with employees and other parties;
- Provide and maintain workplaces and systems of work, so as far as practicable, that employees, contractors and visitors are not exposed to hazards;
- Ensure ongoing information, instructions and supervision for our employees;
- Conduct regular assessments of Safety and Health performance and resources in cooperation with those with designated and elected Safety and Health functions;
- Actively respond to and investigate all incidents and ensure injured employees are returned to suitable work at the earliest possible opportunity; and
- Distributing occupational health, safety and environment information, including this policy, to all employees and interested parties.

Employees Responsibilities

- Duty to take care of their own safety and health and of others affected by their actions at work;
- Comply so far as they are reasonably able, with safety procedures, directions and legislative requirements;
- Not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of company employees; and
- Report potential and actual hazards in accordance with agreed company procedures for accident and incident reporting immediately.



Company Director - 29th October 2013

Head Office

5 Stoneham Street
Ascot, WA 6104
P (08) 9479 4781

Bunbury

1/49 Spencer Street
Bunbury WA 6230
P (08) 9791 5032

Rockingham

1/21 Dixon Road
Rockingham WA 6169
P (08) 9592 7500

Melbourne

Suite 209 12 Corporate Drive,
Heatherton VIC 3202
P (03) 8579 3000

Drug and Alcohol Policy

FLEXI STAFF PTY LTD is committed to ensuring that none of their employees or contractors are permitted to work whilst under the influence of drugs or alcohol. Drug and alcohol abuse compromises the working environment and places everyone at risk.

This commitment is achieved through:

- Complying with relevant legislative requirements, codes, standards and guidelines;
- Ensuring that no individual is permitted to enter site or continue working onsite if adversely affected by drugs or alcohol;
- Clearly defining roles and responsibilities for managing drug and alcohol abuse in the workplace; and
- Clearly defining management and disciplinary procedures related to drug and alcohol abuse.

The intent of this policy is to assist all individuals to in fulfilling their responsibility of maintaining a safe working environment and to managing the risks with the use or abuse of alcohol and other drugs. This requires a cooperative approach from all parties.

Flexi Staff values its work force and recognises that drug and alcohol dependencies are treatable conditions. Through education, awareness and, if necessary, disciplinary procedures, Flexi Staff will eliminate the risk associated with drugs and alcohol in the workplace.

Management Responsibilities

- Responsible for the effective implementation of the company Drug and Alcohol Policy;
- Observe, implement and fulfil its responsibilities under relevant legislation;
- Provision of information, instruction, training and company procedures for employees related to drug and alcohol abuse; and
- Complying with company disciplinary procedures.

Employees Responsibilities

- Maintain a safe working environment by ensuring that they are "fit to work" at all times;
- Report if any drugs or alcohol that they have taken are likely to compromise their ability to work in a safe manner and/or where they consider that in the event they are tested, they would return a positive test result for drugs or alcohol;
- Maintain a level of personal fitness required to meet the requirements of their position;
- To report any use of "over the counter" medications or prescribed medications that may inhibit an employee to carry out their duties in a safe manner.



Company Director - 29th October 2013

Head Office

5 Stoneham Street
Ascot, WA 6104
P (08) 9479 4781

Bunbury

1/49 Spencer Street
Bunbury WA 6230
P (08) 9791 5032

Rockingham

1/21 Dixon Road
Rockingham WA 6169
P (08) 9592 7500

Melbourne

Suite 209 12 Corporate Drive,
Heatherton VIC 3202
P (03) 8579 3000