

HEALTH + WELLBEING

COMPANY POLICIES



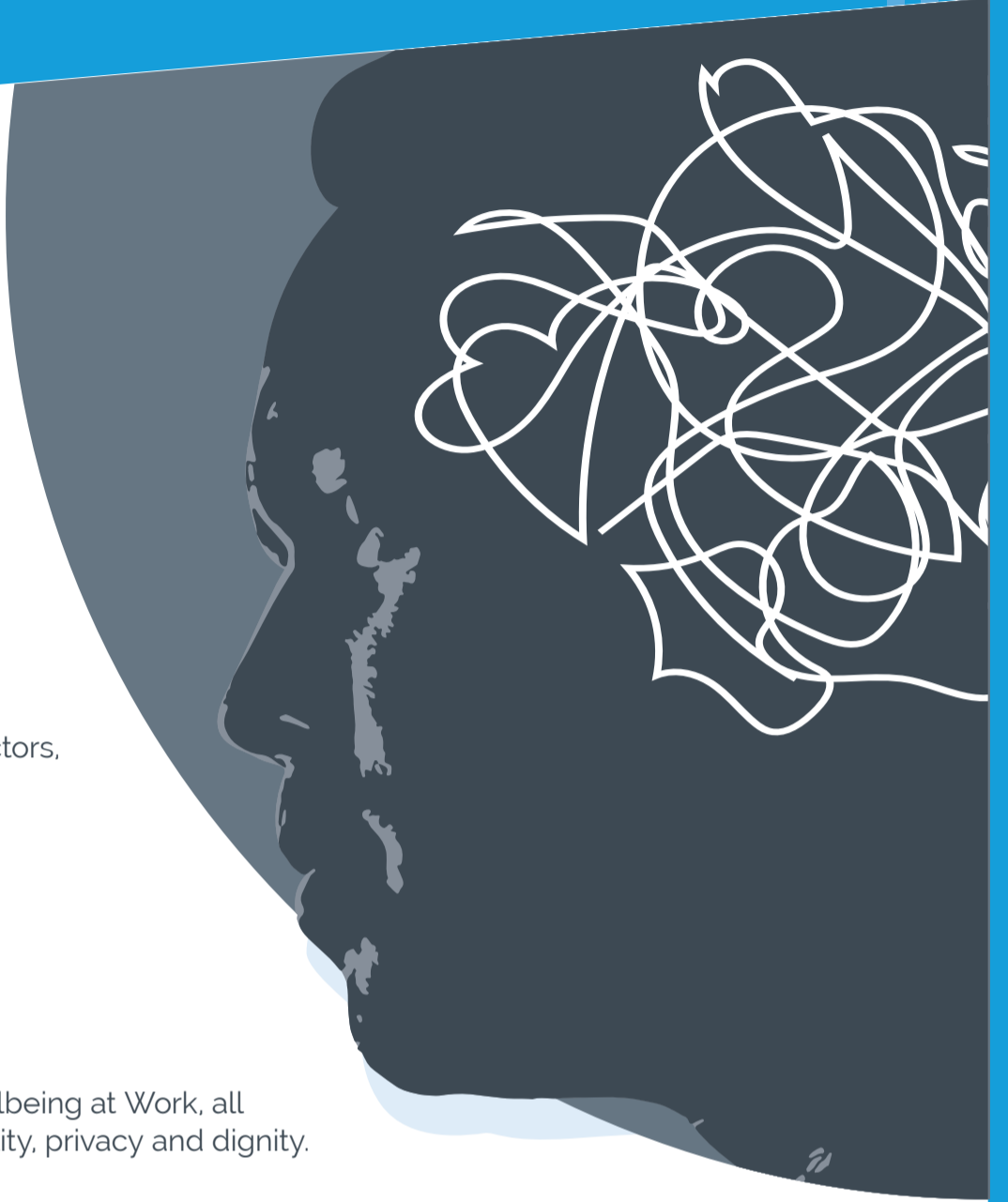
Land + Sea Civil Limited is committed to provide a safe, healthy and productive worksite and a positive and healthy culture.

This policy covers all persons who are directed and/or engaged to undertake tasks at Land + Sea Civil Limited worksites/locations including employees, independent contractors, work experience students, trainees, apprentices, volunteers.

The policy covers the following:

- Fitness for work
- Fatigue
- Mental Wellbeing
- Smoking
- Bullying
- Violence
- Help Finding Support
- Stay at work/return to work

When responding and actioning issues related to Health & Wellbeing at Work, all persons must be sensitive to an individual's right to confidentiality, privacy and dignity.



RESPONSIBILITIES

Senior Management are responsible for:

- Ensure that a health & wellbeing policy is in place, effective, adequately monitored and regularly reviewed
- Ensure that supporting policies, procedures and mechanisms are in place that cover in detail specific matters
- Provide adequate resources for training, education, counseling and any other requirements
- Providing a workplace with an appropriate work life balance
- Manage the implementation, on-going monitoring and review of the policy and supporting mechanisms

Workers are responsible to:

- Maintain personal fitness for work, to ensure they attend work in good physical and mental condition to enable duties to be performed in a safe and productive manner.
- Comply with the policy and procedures.
- Engage with relevant Managers and Supervisors in relation to health & wellbeing management
- Report any hazards and risks relating to health & wellbeing
- Participate in health & wellbeing activities

FITNESS FOR WORK

There are many factors that may affect a person's Fitness for Work, and these factors can often interact with each other to increase risk of harm.

A worker who is unfit for work is not only risking their own health and safety, but also risks the health and safety of others at the worksite.

Risk factors that may affect fitness for work can include (*but are not limited to*):

- General health and fitness

- Injury or illness
- Medications
- Insufficient sleep, resulting in fatigue
- Excessive work hours/demands
- Consumption of alcohol
- Illicit use of illegal drugs
- Personal factors, such as psychological, family issues or illness, working away from home etc.
- Secondary employment
- Volunteer activities.

A worker who comes to work in an unfit state will be in breach of Land + Sea Civil Limited policy and may be subject to disciplinary action, depending upon the degree of awareness and the severity of the risk to safety of other persons at the worksite.

Appropriate actions on the day may include:

- The worker is directed to take a short break
- Sending the worker home - driving, or providing transport if required to ensure the worker gets home safely
- Taking the worker to a doctor or to the hospital if they are not able to drive themselves
- Calling an ambulance if the severity of their condition warrants
- Calling the police if a worker's behaviour becomes agitated, threatening and/or potentially violent or self-harming due to the suspected influence of drugs or alcohol.

FATIGUE

Land + Sea Civil Limited believe that Fatigue influences an individual's physical and mental and emotional state.

When feeling fatigued, alertness is reduced, which can lead to poor judgments, slower reactions to events and decreased motor skills, putting workers are more at risk of being

involved with or causing an accident or Event. The procedure outlines the strategies used at Land + Sea Civil Limited to identify and reduce risks in relation to fatigue and to provide adequate resourcing to prevent fatalities, injury or illness caused by fatigue.

Fatigue can be defined as feeling tired, drained or exhausted.

Fatigue can result from:

- Working excessive hours without reasonable time off for rest and personal life
- Working extended shifts without adequate rest breaks
- Physically and mentally demanding work tasks.
- Outside of work commitments/lifestyle /Second job/study
- Issues at home

Signs of fatigue include:

- Yawning
- Poor concentration
- Tired eyes
- Restlessness
- Drowsiness
- Boredom
- Feelings of sleepiness
- Extended sleep during days off
- More frequent naps during leisure hour
- Not feeling refreshed after sleep
- Increased errors and loss of concentration at work.
- Slow reactions

Managers and Supervisors have the responsibility and are committed to:

- Engage with workers and any other persons who may be exposed to fatigue related risks
- Identify and assess hazards arising from worker fatigue
- Eliminate or control fatigue related risks

- Provide information and instruction on managing fatigue risks
- Provide supervision of work practices to reduce worker fatigue.
- Provide training to allow multi-skilling and opportunities for job rotation
- Eliminating or reducing and controlling identified fatigue risk factors whenever possible
- Rotating workers and/or limiting the amount of time per shift the individual workers spend on physically and/or mentally sustained and demanding jobs
- Monitoring the work environment and designing adequate controls for environmental and worksite conditions - (*Eg. not working in extreme weather conditions, or starting/finishing early during hot weather*)
- Ensuring an adequate amount of time, number of workers and resources are allocated to jobs
- Ensuring there is a system available for Supervisors to re-schedule jobs/tasks if fatigue becomes a problem
- Maintaining adequate consultation and communication with workers in regard to fatigue
- Allowing for essential family commitments and unexpected additional carer duties for workers
- Providing information and education to workers regarding non-work related fatigue risk factors
- Encouraging workers to report non-work related fatigue risk factors to their Supervisor/employer

Workers

- Ensure that their behaviour does not create or increase fatigue risks, and do their best to remain fit for work.
- Self-manage their non-work activities to ensure they are fatigue-free

**Any updates made and the most recent version of this policy can be accessed on the LSC SharePoint*



and fit to complete their duties safely and to the required standard at all times whilst at work. This includes secondary employment, which is required to be disclosed and approved by Land + Sea Civil Management

MENTAL HEALTH & WELLBEING

Land & Sea Civil is committed to promoting, protecting and supporting our employees' mental wellbeing.

We recognise the experience of mental distress is common and that anyone can be affected at any stage of their lives. We are committed to supporting any employees experiencing mental distress.

If you are experiencing distress, we will do as much as we can to help you to stay at work and/or support your return to work when you are ready.

Any health conditions or disabilities will be treated in confidence.

How we will promote & encourage good mental wellbeing

To help promote and maintain a positive mentally healthy workplace we will:

- Encourage a culture of openness – you can speak up about any concerns at any time and know you will be heard.
- Consult with employees about what workplace wellbeing means to them, and what initiatives they might like
- Provide contact details for support services you can access easily and discreetly.
- Encourage you to take time off/breaks, both to rest and to connect with others.
- Regularly support mental health and wellbeing initiatives, such as Mental Health Awareness Week
- Organize occasions for you to connect with other employees at and away from work.
- Encourage employees to participate in sports and or make use of LSC's free gym membership program which is good for your physical and mental wellbeing
- Provide information and training to employees on Mental health and Wellbeing at work.
- Make sure employees feel supported to seek help for any issues or distress, including using our conflict resolution processes.
- Check in with employees at agreed times to ensure workloads are manageable, and to discuss any issues.
- Support opportunities for professional skills development and growth.
- Employ and promote, based on abilities, rather than any perceived disabilities.
- Not tolerate bullying, harassment, or discriminatory behaviour.

Our expectations of you

- Treat everyone with respect and civility
- Speak up if you need help or support
- Speak up about any bullying, harassment, or discriminatory behaviour you notice happening in our workplace
- Take your own steps to stay mentally healthy at work (eg. taking rest breaks, speaking up if stressed)
- Support workmates to speak up if they need help for anything affecting their mental health
- Access support if you need it – see the Help finding support section in this policy
- Ask about options (eg. flexible working arrangements, special leave) if you feel you need time away from work to manage your mental health.

SEE OUR STANDALONE POSTER: MENTAL HEALTH & WELLBEING SUPPORT PROCESS PROCEDURE

SMOKE FREE

Land & Sea Civil have a goal to be a smoke free workplace by 2030. If you work with us we expect you to follow our smoke free policy. Our smoke free policy is about protecting everyone against the effects of second-hand smoke while they are at work.

Smoking

- Smoking is prohibited on all worksites, as well as in any company plant, vehicles and machinery.

- Persons who wish to smoke during work hours must only do so in the **designated area, AND** in their **scheduled breaks** or other approved times.
- The designated area may change daily due to the nature of the site.
- Designated smoking areas will be chosen with the following criteria in mind:
 - An area where the worker is safe from the risk of harm
 - An area away from the general eating area of other workers
 - An area away from combustible material and/or hazardous substances

Vaping

- Vaping is prohibited in all buildings.
- Vaping is currently permitted outside
 - Away from other workers
 - Away from eating areas
 - In company vehicles, plant, and equipment if:
 - The worker is alone in the vehicle, plant, and equipment.
 - The worker has asked for, and been given, consent from all workers traveling in the vehicle, plant, or equipment.
- The vaper **MUST** be considerate of others
- Vaping must not affect work productivity and or the safety of others

This policy and procedure apply to all persons who work for Land + Sea Civil Limited, irrespective of their individual employment arrangement.

Want to quit smoking?

If you do smoke and would like help to stop using tobacco, we can support you. See our **'Help finding support'** section in this policy for more information.

BULLYING

Land + Sea Civil Limited recognises the risk to worker health and safety from exposure to bullying at work and has adopted a **ZERO tolerance policy**.

The objective of this policy and procedure is to promote our **Zero Tolerance** to bullying, educate and outline strategies and mechanisms to prevent and assist in the prompt, confidential and effective resolution of complaints of Workplace Bullying.

This policy and procedure applies to all persons who work for Land + Sea Civil Limited, irrespective of their individual employment arrangement.

What is workplace bullying?

Workplace bullying is repeated unreasonable behavior directed towards a worker or a group of workers that can lead to physical or psychological harm:

- Repeated behavior is persistent (*occurs more than once*) and can involve a range of actions over time.
- Unreasonable behavior means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, intimidating or threatening a person.
- Bullying may also include harassment, discrimination or violence

Workplace bullying is not:

- one-off or occasional instances of forgetfulness, rudeness or tactlessness
 - setting high performance standards
 - constructive feedback and legitimate advice or peer review
 - a Manager requiring reasonable verbal or written work instructions to be carried out
 - warning or disciplining workers in line with the business or undertaking's code of conduct
 - a single incident of unreasonable behaviour
 - reasonable management actions delivered in a reasonable way
 - differences in opinion or personality clashes that do not escalate into bullying, harassment or violence.
- Common bullying behaviors fit in two main categories
- Attacks that are direct and personal
 - Belittling remarks/undermining integrity /lies being told/sense of judgment questioned/opinions marginalized

- Ignoring/excluding/silent treatment /isolating
- Attacking a person's beliefs, attitude, lifestyle or appearance/gender references /accusations of being mentally disturbed
- Ridiculing/insulting/teasing/jokes /funny surprises/sarcasm
- Indirect and task related.
 - Constant criticism of work
 - Giving unachievable tasks – impossible deadlines/unmanageable workloads
 - Withholding or concealing information
 - Excluding/isolating/ignoring views
 - Belittling a person's ability
 - No support from Manager

Impacts of bullying

Workers being bullied could experience

- Anxiety, stress, fatigue and burnout
- Decreased emotional well-being
- Low self-esteem
- Increased likelihood of drug and alcohol abuse as a coping mechanism
- Feelings of reduced personal control and helplessness
- Reduced coping strategies
- Serious physical or mental health issues including depression and suicide attempts
- Deterioration to health
- Post-traumatic stress disorder

As well as the worker(s) being bullied, those observing it (*called bystanders*) can also suffer harm.

Bullying can also negatively impact the entire workforce and result in

- A hostile work environment
- Decreased worker health and well-being
- Decreased Motivation
- Decreased performance and commitment
- Workers taking more sick leave
- Increased worker turnover.

Dealing with an allegation of bullying

When dealing with an allegation of bullying land and sea civil will

- Respond to all reported cases
- Support all parties involved
- Treat all matters seriously and investigate promptly and impartially
- Remain impartial and treat all cases fairly
- Manage each case in a confidential and timely manner
- Ensure neither the person who complained nor the alleged bully are victimised
- Find appropriate remedies and consequences for confirmed bullying as well as false reports
- Ensure any information as part of the outcomes of the resolution will be kept confidential and will not be shared with any other person without the express consent of the complainant.
- Use the principles of natural justice
- Keep good documentation
- Communicate the process and its outcome
- Oversee controls and follow-up as required
- Ensure prompt referral to support/mediation if required

Responsibilities

Senior management and the board of directors have the responsibility and are committed to

- Providing a safe worksite for all people where there is a demonstrated zero tolerance of proven Workplace Bullying behaviour
- Actively looking for ways to create a positive workplace that workers feel is pleasant, fair, rewarding and positively challenging
- Ensuring there is an effective Workplace Bullying Procedure and supportive mechanisms in place
- Ensuring all workers understand and are familiar with the Workplace Bullying Policy & Procedure
- Ensuring all workers understand and are familiar with the process of reporting workplace bullying
- Encouraging positive leadership styles and investing in our Managers to achieve this

- Training key workers to receive bullying reports and give support and advice
- Providing workers who believe they've been bullied with a range of options to resolve the issue
- Openly discussing bullying, in both formal and informal settings, and providing information and training about it
- Identifying factors that contribute to bullying, and putting effective control measures in place
- Ensuring our processes and systems are fit for purpose and regularly reviewed
- Having regular worker surveys on our work culture.

Site Supervisors are responsible for:

- Assisting relevant workers with informal or formal notifications and resolutions of Workplace Bullying matters or concerns
- Intervene early to call out and deal with any unreasonable behaviour before it escalates
- Looking for informal solutions before escalating an issue to higher levels (eg. mediation or investigation) where appropriate.
- Identifying any inappropriate behaviour in the worksite that may lead to Workplace Bullying
- Ensuring all workers that they supervise understand what is appropriate and inappropriate behaviour in a worksite in respect to Workplace Bullying
- Assisting relevant workers with informal notifications and resolutions of Workplace Bullying matters or concerns as required
- Informing and consulting with Health and Safety Manager regarding any reported Workplace Bullying matters or concerns as necessary

All workers are responsible to:

- Ensure their behaviour in the worksite is always appropriate for the work environment
- Not act in a manner which could be considered or interpreted as being Workplace Bullying against another person(s)
- Follow reasonable directions in respect of Workplace Bullying whilst working at Land + Sea Civil Limited
- Follow the company's informal or formal processes when making a complaint
- Tell their Managers if they experience or see any bullying behaviors – if the Manager is the person behaving in a bullying manner then advise Chantelle or Craig (*the Directors*) directly
- Cooperate with investigations and follow ups regarding bullying issues and/or complaints as required

VIOLENCE

Land + Sea Civil Limited recognises the risk to worker health and safety from exposure to violence at work and has adopted a **ZERO tolerance policy**.

The objective of this policy is to promote our **Zero Tolerance** to violence. To educate and outline strategies and mechanisms to minimise the risk of violence and how to safety manage any incidents.

This will be achieved by:

- Outlining a clear definition for Workplace Violence
- Adopting a zero-tolerance policy to violence in the workplace
- Implementing a clear reporting system that allows workers to report any incident of violence easily and confidentially.
- Giving workers the tools to effectively identify workplace violence, and de-escalation techniques they can use if confronted with workplace violence.
- Establishing a clear discipline procedure for any incident of violence in the workplace
- Encouraging a "No Violence Tolerated" work culture
- Creating awareness of the health and safety risks associated with violence
- Encouraging reporting of any incident /potential incident

This policy and procedure applies to all persons who work for Land + Sea Civil Limited, irrespective of their individual employment arrangement.

**Any updates made and the most recent version of this policy can be accessed on the LSC SharePoint*



What is workplace violence

Workplace violence is any act or threat of:

- physical violence
- harassment
- verbal abuse
- intimidation
- or other threatening disruptive behaviour that occurs at the work site.

It can affect and involve employees, clients, passers-by, and visitors

Signs of conflict may include:

- A person clenching his or her fists or tightening and untightening their jaw.
- A sudden change in body language or tone used during a conversation.
- The person starts pacing or fidgeting.
- A change in type of eye contact.
- The "Rooster Stance" – chest protruding out more and arms more away from the body.
- Disruptive behaviours – Such as yelling, bullying, actively defying or refusing to comply with rules.

Dealing with a case of violence at work

- All reports will be investigated by suitably trained persons
- All cases will be investigated in a fair, unbiased manner following set guidelines
- Encouraging reporting by both the victim and the by-standers
- Control strategies will be put in place that include (*where relevant*).
 - Re-assigning tasks/shifts/work locations
 - Mediation (*internal or external*)
 - Counseling
 - Disciplinary action that could result in termination of employment.
- Ensure any information as part of the outcomes of the resolution will be kept confidential and will not be shared with any other person without the express consent of the complainant.
- Use the principles of natural justice
- Keep good documentation
- Communicate the process and its outcome
- Oversee controls and follow-up as required
- Ensure prompt referral to support /mediation if required

Responsibilities

Senior management and the board of directors have the responsibility and are committed to

- Providing a safe worksite for all people where there is a potential risk of violent behaviour
- Establishing and monitoring an effective Worksite Violence Policy and ensuring supportive mechanisms are in place
- Familiarising all workers with the Workplace Violence Prevention Policy
- Reviewing the Worksite Violence Prevention Policy as required
- Maintaining information about incidents and investigations (*eg. incident findings, corrective actions*)
- Maintaining medical records, workers' compensation information and other records as appropriate
- Maintaining training records.
- Risk profile clients as required and implement controls to keep workers safe.
- Establish an emergency plan that includes exactly what workers should do when acts of violence occur and identifying how the PCBU will support workers if an emergency occurs.

The IMS/Health and Safety Manager is responsible for:

- Maintaining and reviewing the Workplace Violence Prevention Procedure as required
- Ensuring all workers understand and are familiar with the Workplace Violence Prevention Policy & Procedure
- Training workers in what to do in a event that they are confronted with workplace violence either as a by-stander or a victim
- Training workers in how to report workplace violence
- Assisting relevant workers with informal or formal reporting and resolutions of workplace violence matters or concerns

- Informing and consulting with Land + Sea Civil regarding any reported worksite violence matters or concerns
- Respond to all reported incidents
- Take all necessary actions to protect workers from harm during any investigation
- Ensure prompt referral to support /mediation if required

Supervisors are responsible for:

- Identifying any inappropriate behaviour in the workplace that may lead to workplace violence
- Informing and consulting with the Health and Safety Manager regarding any reported worksite violence matters or concerns as necessary (*Ignoring any report of violence is not acceptable and will subject the Supervisor or Manager to disciplinary action.*)
- Be familiar with relevant investigation procedures
- Ensure prompt referral to support/mediation

All workers are responsible to:

- Immediately reporting an incident or potential incident to their Supervisor or Manager of any instances of violent, threatening, harassing, or intimidating behaviour in the worksite.
- Not act in a manner which could be considered or interpreted as being violent towards another person(s).
- Cooperate with investigations and follow-ups regarding violence issues and/or complaints as required.

HELP FINDING SUPPORT

There may be times you need support to deal with difficult issues or to help someone close to you deal with theirs.

If you need support we will:

- encourage you to ask for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
- do what we can to help you find the support you need
- allow you time off work to deal with issues, as set out in the sick leave section of your employment agreement
- encourage you to seek appropriate help if you know or strongly suspect an employee might harm themselves or needs help – or if you need help yourself.

You could also find support by:

- talking to your Manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counselor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis.

Help to stop smoking

We recognise smoking is an addiction and that it kills more than 5000 New Zealanders a year. If you smoke you will be regularly asked if you would like support to quit or become smoke free at work.

Support may include:

- easily accessible stop smoking information and resources available in communal work areas
- time off during work to call or visit a stop smoking service
- time off during work to visit a doctor - for a nicotine replacement therapy prescription (*NRT*) or medication
- subsidising quit-smoking costs (*such as doctor's visits, pharmacy costs for prescriptions*), to be decided by your Manager
- setting up support groups or mentors
- supporting and promoting smoke free events, such as World Smoke free Day
- reviewing your work tasks during periods you have strong withdrawal symptoms
- educating other employees to understand addiction and how they can support others to stop smoking.

You can access support to quit at any time by talking to Quitline (www.quit.org.nz, calling 0800 778 778, or text 4006) or visit **smoke**

free.org.nz/help-advice/stop-smoking-services for the details of your local stop smoking service.

Training

Land & Sea Civil Provide training to all employees on Mental Health In the Workplace

This course covers:

- Develop an understanding of mental health, mental distress and mental illness and how it affects family and whānau and work colleagues.
- Gain a support process and practical skills of the 'look, listen, link' framework to help someone who may need mental health support.

If you would like additional training, or resources please talk to your Manager

STAY AT WORK /RETURN TO WORK

We understand there are many reasons why you may need support coming back to work after time away from the workplace.

We also understand there may be times when some extra support or flexibility from us could help you stay at work during these times.

If you are away from work for any reason, we will keep communicating with you.

We will talk to you in ways you are comfortable and will work alongside your support people and health professionals (*where appropriate*) to see what changes we can make to help you come back to work, or to stay at work.

Return-to-work/stay-at-work plan

Land + Sea Civil Limited will develop an individual Return to work/Stay at work Plan, when the worker, according to medical advice, is capable of returning to work.

The RTW Coordinator will engage with the worker and appropriate treatment providers (*with permission from the worker*) to develop a return to work/stay at work plan and assist the worker to return to work on acceptable /agreed duties wherever possible.

RTW plans will:

- Commence as soon as possible after the likely time off work is known
- Be based on the advice of the worker's own nominated treating health practitioner /doctor, and the work rehabilitation service provider
- Be developed with regard to the health and safety of co-workers
- Be regularly evaluated, monitored and updated by the RTW Group
- Remain confidential at all times between the members of the RTW Group.

The RTW Plan will contain details such as:

- Worker name and contact details
- Job title and location
- RTW Coordinator name and contact details
- Worker's Supervisor name and contact details
- Accident Compensation claim number (*if applicable*)
- Aim & goal of suitable duties
- Days and hours of work
- Suitable duties
- Any duty restrictions or exclusions, capacity limits etc.
- Details of medical treatments and appointments to be attended during the period of effect of the RTW Plan eg. physiotherapy
- RTW Plan commencement and completion date
- Review date
- Sign-off agreements - worker, nominated treating doctor, employer representative, and any other relevant person.

Suitable duties shall take into consideration the following factors:

- The nature and degree of the worker's incapacity and pre-event employment
- Restrictions and exclusions outlined in medical certificates provided by the nominated treating doctor
- Worker's age, education, skills and work experience
- Any other relevant factors.

Options for suitable duties shall be in accordance with the following preferred order:

- Original duties within work area/shift, with modification of workstation and equipment where required
- Modified duties, hours, and/or work area if practicable
- Alternative duties at the same worksite, or different worksite, with appropriate training if practicable
- Retraining or further training and /or education if practicable
- Placement with another employer, in another job.

If any disputes in respect of the RTW Program or RTW Plan arise, Land + Sea Civil Limited will work together with the worker's RTW Group to try and resolve them.

Responsibilities

The RTW Coordinator will:

- Develop, coordinate and monitor return to work strategies such as rehabilitation and RTW Plans and maintain regular consultation between injured workers, the PCBU and all treatment providers
- Assist in educating and informing all workers about the RTW Program and what to do if they are injured
- Maintain appropriate documentation and records as required by the legislation
- Ensure the strictest confidentiality both written and verbal in respect of workers and Accident Compensation if applicable.

Workers of Land + Sea Civil Limited must participate in RTW by:

- Obtaining appropriate medical treatment
- For work related injuries, obtain a Medical Certificate from their nominated treating doctor/practitioner
- Contacting the PCBU as soon as possible after injury/illness
- Provide the PCBU with appropriate Accident Compensation forms and documentation
- Provide accurate information about any aspect of the Accident Compensation claim
- Maintaining communication with the PCBU, rehabilitation provider and insurance agent in regard to their RTW
- Assisting to identify suitable modified duties
- Actively participating in planning and complying with the RTW Plan where agreed/reasonable
- Notify anything that may affect the RTW Plan or Accident Compensation claim to the RTW Coordinate

When you have returned to work, we will continue to talk to make sure the plan is working for both of us.

All details will be treated in confidence. We would share your information only after discussions with you, only with your consent, and only to ensure the wellbeing and safety of you and those around you.

BREACHES

These policies reflect 'the way we do things around here'.

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer (*such as counseling, quit smoking support*)
- make sure you know the required behaviour expected from now on
- take disciplinary action if necessary.

See our code of conduct and the 'Serious misconduct' clause of your employment agreement for more information about what behaviour is expected and what action may be taken for breaches.