



SES GROUP POLICY MANUAL

Integrated Management System Policies

Document owner: Director, SES Group (2026) Limited

Issue: 1

Issue date: September 2026

Next review: September 2027

Controlled document



POLICY INDEX

This manual contains the SES Group policies that support our Integrated Management System and apply to all people who work for or on behalf of SES Group.

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All policies are reviewed annually or earlier where there is a significant change, incident, audit finding or legal requirement.



INTEGRATED QUALITY ENVIRONMENTAL AND HEALTH AND SAFETY POLICY

SES Group (2026) Limited and its subsidiaries deliver asbestos removal, demolition, civil, environmental, property maintenance and workforce supply services. We recognise that our work can create significant risk to people and the environment, and manage that risk as the first priority of our business.

- Provide safe and healthy working conditions for the prevention of work-related injury and ill health.
- Protect the environment, prevent pollution, minimise waste and manage hazardous materials responsibly.
- Meet client, statutory, regulatory and other applicable requirements and fulfil our compliance obligations.
- Eliminate hazards and reduce risk using the hierarchy of controls and design work to remove exposure at source.
- Consult and enable worker participation in health and safety matters.
- Deliver quality work right the first time and honour our commitments to clients.
- Set measurable objectives, provide competent people and resources, and continually improve the Integrated Management System.
- Uphold every worker's authority to stop unsafe work without reprisal.

This policy applies to every person who works for or on behalf of SES Group. It is communicated to workers and interested parties and reviewed annually.

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Director, SES Group (2026) Limited

Date: September 2026



CRITICAL RISK MANAGEMENT POLICY

SES Group (2026) Limited is committed to preventing fatalities, serious injuries, serious illnesses and significant occupational harm. Critical risk management gives priority to work that could result in the most serious consequences.

- Maintain a current SES Group Critical Risk Register covering the critical risks associated with company operations.
- Identify applicable critical risks during tendering, planning, mobilisation and before work commences.
- Establish clear critical controls and apply the hierarchy of controls so far as reasonably practicable.
- Verify that critical controls are physically in place, suitable and operating effectively before work starts and at defined intervals during the work.
- Include applicable critical risks and controls in SSSPs, ARCPs, SWMS or JSAs, permits, pre-starts and other project documentation.
- Ensure workers and contractors understand relevant controls and are competent to carry out verification tasks.
- Record verification evidence, investigate control failures and use findings to improve controls and the Critical Risk Register.
- Stop work where a required critical control is missing, defective, ineffective or cannot be verified. Work may restart only once the control has been restored and verified.

This policy is supported by the Critical Risk Register, Critical Control Verification Log and Procedure SES-PRO-CRM-038, and is reviewed at least annually or following significant change.

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Director, SES Group (2026) Limited

Date: September 2026



OBJECTIVES AND TARGETS POLICY

SES Group sets measurable quality, environmental and health and safety objectives to support the Integrated Management System and drive practical continual improvement across all operations.

- Complete projects in accordance with applicable legislation, standards, client requirements and approved work methods.
- Consult with people affected by our work, respond promptly to complaints and incidents, and share lessons across the company.
- Monitor compliance through planned inspections, critical-control verification, internal audits and management review.
- Maintain the competence, training and safety awareness needed at every level of the company.
- Reduce hazards, environmental impacts and risks through specific actions, accountable owners and completion dates.
- Improve supervisor engagement, communication, worker participation and reporting of opportunities for improvement.
- Target zero serious harm, zero uncontrolled critical-risk exposure, and zero overdue critical-control failures before restart.
- Review objectives and performance at least annually and revise targets where performance, risk or business conditions change.

Objectives and targets are recorded and monitored through the SES Group Integrated Management System and management-review process.

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Signed: _____

Director, SES Group (2026) Limited

Date: September 2026



DRUG AND ALCOHOL POLICY

SES Group (2026) Limited is committed to maintaining a workplace that is safe, healthy and free from impairment caused by alcohol and other drugs. This policy applies to employees, contractors and any person engaged in SES Group business.

- Require every worker to report for work and remain fit for work, free from the influence of alcohol, illegal drugs or any substance that may impair safe performance.
- Require workers to advise their manager confidentially if prescribed, pharmacy or other medication may affect their ability to work safely, so that suitable controls, alternative duties or leave can be considered.
- Use accredited providers, trained collectors, private testing arrangements and secure chain-of-custody processes for all testing.
- Undertake testing where authorised and lawful, including pre-employment, post-incident, reasonable-cause, random, follow-up and other role-related testing.
- Treat an initial non-negative result as interim only: remove the person from safety-sensitive duties, arrange accredited laboratory confirmation and provide the opportunity for split-sample analysis where applicable.
- Protect the privacy of health and testing information and limit access to personnel with a genuine need to know.
- Treat refusal to test, tampering with a sample, or a confirmed positive result as a serious matter managed through a fair investigation and disciplinary process.
- Provide education, supervisor awareness training and, where appropriate, rehabilitation and return-to-work support.

Detailed testing, consent, disciplinary, privacy and rehabilitation requirements are set out in SES-006 Drug and Alcohol Policy and Procedures. This policy is reviewed annually or following a legal, operational or significant incident change.

Signed: 

Director, SES Group (2026) Limited

Date: September 2026

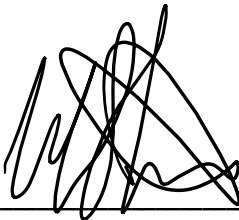


FATIGUE MANAGEMENT POLICY

SES Group (2026) Limited recognises that fatigue can impair judgement, reaction time and safe decision-making. We will plan and supervise work so that fatigue risks are identified and controlled for employees, contractors and visitors working on our behalf.

- Plan work, travel and staffing levels so that people have adequate rest and can work safely.
- Not roster a person for more than 12 working hours in a 24-hour period, and provide a minimum 12-hour break between shifts unless an approved risk assessment determines otherwise.
- Monitor weekly hours and escalate planned weekend work where an employee has worked 50 to 60 hours in the preceding five days.
- Not permit more than 72 hours of work in seven days or more than 14 days in any 15-day period without a documented management review and appropriate stand-down.
- Require rest breaks in accordance with employment agreements and rotate personnel through hot, difficult or high-concentration tasks.
- Manage driving and travel fatigue: no more than five hours continuous driving in a day; a 15-minute break at least every two hours for longer journeys; no driving after 16 hours awake.
- Require workers to report fatigue or any condition that may impair safe performance. No person will be disadvantaged for raising a genuine fatigue concern.

This policy is supported by work schedules, timesheets, journey planning and supervisor pre-start checks, and is reviewed annually or following a fatigue-related event.

Signed: 

Director, SES Group (2026) Limited

Date: September 2026



ASBESTOS MANAGEMENT POLICY

SES Group (2026) Limited is committed to protecting workers, clients, occupants, contractors and the community from exposure to asbestos fibres. We manage asbestos-related work in accordance with the Health and Safety at Work Act 2015, the Health and Safety at Work Asbestos Regulations 2016 and applicable WorkSafe guidance.

- Identify, assess and control asbestos risks before work starts, applying the hierarchy of controls and eliminating exposure at source where reasonably practicable.
- Plan and undertake all asbestos work using suitable surveys, asbestos registers, ARCPs, SSSPs, permits, removal methods and clearance requirements.
- Use competent, appropriately trained and licensed people, with effective supervision for the class and scope of work.
- Provide suitable plant, PPE and RPE, decontamination arrangements, air monitoring and waste controls appropriate to the identified risk.
- Consult and communicate with workers, clients and other affected parties so that asbestos controls are understood and followed.
- Maintain quality assurance, inspection and verification processes, including independent clearance where required.
- Stop work immediately where asbestos controls are missing, compromised or ineffective, and only restart when controls have been restored and verified.
- Continually improve through incident reporting, investigation, audit, training and review.

This policy applies to all SES Group operations involving asbestos or asbestos-containing material and is reviewed annually or following significant change, incident or regulatory update.

Signed: 

Director, SES Group (2026) Limited

Date: September 2026



DEMOLITION AND DECONSTRUCTION POLICY

SES Group (2026) Limited is committed to planning and carrying out demolition and deconstruction work in a way that protects workers, the public, neighbouring properties and the environment. We will prioritise safe sequencing, structural stability, elimination of hazards and recovery of materials where reasonably practicable.

- Identify and assess demolition risks during tendering and planning, including structural instability, temporary works, services, asbestos, hazardous materials, contaminated land, plant movement, public interface, noise, dust and waste.
- Use competent people, suitable supervision and, where required, appropriately qualified engineers to plan structural stability, temporary works and the demolition sequence.
- Complete intrusive asbestos and hazardous-material surveys before demolition or refurbishment begins. Remove asbestos likely to be disturbed so far as reasonably practicable before demolition work starts.
- Isolate, disconnect, verify and control all services before demolition begins, including electricity, gas, water, telecommunications and other energy sources.
- Prepare and follow an approved demolition plan, SSSP, SWMS or JSA, exclusion-zone plan and emergency arrangements appropriate to the work.
- Prevent unauthorised access and manage the public interface using secure fencing, signage, traffic and pedestrian controls, spotters and controlled exclusion zones.
- Use suitable plant, attachments and lifting methods; maintain effective separation between people and mobile plant.
- Control dust, noise, vibration, falling objects and debris, and manage waste in accordance with legal, client and environmental requirements.
- Stop work immediately if conditions differ from the plan, structural stability is uncertain, a control fails or an uncontrolled risk emerges.

This policy is supported by project-specific demolition plans, engineering advice, SSSPs, SWMS or JSAs, asbestos surveys and removal controls, permits and waste-management records. It is reviewed annually or following significant change, incident or audit finding.

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Director, SES Group (2026) Limited

Date: September 2026



COMPLAINTS AND ISSUES POLICY

SES Group (2026) Limited is committed to responding promptly, respectfully and fairly to complaints, concerns and issues raised by clients, neighbours, members of the public, workers and other affected parties.

- Provide clear site contact details and, where appropriate, advise neighbours and affected parties before work begins.
- Record complaints and issues promptly, including the date, source, location, nature of the concern and actions taken.
- Acknowledge the concern, assess the risk and allocate it to a manager or competent person for investigation and response.
- Use respectful, non-confrontational communication. Workers and supervisors must not argue with clients or neighbours; they must escalate concerns to management.
- Take immediate action where a complaint identifies a safety, environmental, quality or community risk, including stopping work when necessary.
- Keep the complainant informed of the outcome where details are available, while protecting privacy and confidentiality.
- Investigate recurring or significant issues, record corrective actions and use lessons learned to improve planning and work practices.
- Where a person becomes hostile or an immediate threat exists, workers will withdraw to a safe location and contact management, emergency services or Police where required.

Complaint and issue records are retained within the Integrated Management System and reviewed for trends and improvement opportunities.

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Director, SES Group (2026) Limited

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PURCHASING AND SUPPLIER MANAGEMENT POLICY

SES Group (2026) Limited purchases plant, equipment, materials and services that can directly affect the safety, environmental performance, quality and legal compliance of our work. We select and manage suppliers so that these requirements are met.

- Assess critical suppliers using relevant criteria including competence, compliance, availability, quality, price, location, capacity, past performance and customer requirements.
- Maintain an Approved Supplier List showing the supplier, approval status, scope of approval and any restrictions or conditions.
- Use approved suppliers for critical purchases. New suppliers may be conditionally approved while their products or services are evaluated.
- Apply delegated purchasing authority and obtain the required approval before committing SES Group to significant purchases.
- Issue purchase orders or other documented instructions that clearly state the items or services required, quantity, delivery requirements, price and relevant safety, quality and compliance requirements.
- Verify incoming critical materials, plant, equipment and services before use where appropriate, including inspection, certification and documentation checks.
- Manage supplier non-conformances through corrective action, restriction, conditional approval or disapproval where performance is unsatisfactory.
- Review supplier performance on an ongoing basis and use results to improve procurement decisions and supply-chain controls.

This policy applies to personnel who specify, approve, purchase, receive or manage goods and services for SES Group.

Signed: 

Director, SES Group (2026) Limited

Date: September 2026



MENTAL HEALTH AND WELLBEING POLICY

SES Group (2026) Limited is committed to providing a safe, healthy and respectful workplace. We recognise that mental health is as important as physical health and that high-risk, demanding work can create psychosocial risks that need active management.

- Identify, assess and manage psychosocial risks, including excessive workload, fatigue, tight deadlines, remote work, isolation, bullying, harassment and exposure to distressing events.
- Plan work with reasonable hours, breaks, staffing, supervision and role clarity, and provide suitable equipment and support to enable safe work.
- Maintain zero tolerance for bullying, harassment, discrimination and victimisation.
- Encourage workers to raise wellbeing concerns early and provide confidential, respectful support and reasonable workplace adjustments where practicable.
- Train supervisors to recognise signs of stress, fatigue and mental distress, and to respond appropriately and escalate concerns.
- Include wellbeing in inductions, toolbox talks, risk assessments, pre-start discussions and return-to-work planning where relevant.
- Protect the privacy of personal health information in accordance with the Privacy Act 2020.
- Respond to acute distress or risk of self-harm as an emergency: make the person safe, notify management and contact 1737 or emergency services on 111 where required.

This policy applies to every person who works for or on behalf of SES Group. It is reviewed annually or following a serious incident, significant change or worker feedback indicating that improvement is needed.

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Director, SES Group (2026) Limited

Date: September 2026