



Intelligent Vegetation Solutions

POLICY STATEMENTS

8 Connector Park Drive, Kings Meadows Tas 7249
P: 03 6339 6161 F: 03 6339 6162 E: administration@hst.net.au

Be warned. Any reproduction of this safety management system or associated documents without the express permission of the company and the National Electrical and Communications Association may immediately initial legal action against that person or organisation.



WORK HEALTH & SAFETY POLICY STATEMENT

HST Tree Specialists Pty Ltd are committed to the health and safety of all our employees and people affected by our activities and strive to be an acknowledged leader in the Work Health and Safety field. Our goal is to have injury free workplaces, facilities and operations. HST Tree Specialists Pty Ltd will work to identify and eliminate hazards, practices, dangerous situations and any behaviour that could cause accidents, illnesses, or damage to employees, contractors, property, equipment and the general public where applicable.

HST Tree Specialists Pty Ltd Managers, Supervisors and Employees are accountable for health and safety performance in their areas of responsibility.

Primary Goal

The Primary Goal of the Policy and associated procedures is to assist in presenting a safe and healthy environment for HST Tree Specialists Pty Ltd employees, contractors, visitors, customers and clients and the general public. We aspire to not having any adverse impact on the environment through our undertakings and activities. This includes having a COVID-19 Management Plan and a Pandemic Emergency Response Plan.

The objectives of our Safety Policy are:

- To aim to achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health & safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing WH&S controls that are suitable to each given situation.
- Understanding the total work process and associated WH&S risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

All employees, trainees, and people under our management are required to follow rules relating to health and safety requirements, report incidents, hazards and dangerous situations to their immediate supervisor and where required the appropriate Personal Protective Equipment (PPE) is to be used.

Our commitment to health and safety is as important as our commitment to other HST Tree Specialists Pty Ltd aims and objectives. This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



ENVIRONMENTAL POLICY STATEMENT

HST Tree Specialists Pty Ltd activities will be carried out so as to protect the health of employees, trainees, customers, contractors, and community while paying proper regards to the protection and management of the environment.

HST Tree Specialists Pty Ltd is committed to the protection and management of the environment in all its activities and operations.

HST Tree Specialists Pty Ltd will endeavour to conduct its activities and operations in a manner that is environmentally responsible and sustainable.

Primary Goal

The Primary Goal of the Policy and associated procedures is to assist in maintaining the highest environmental standards.

Objectives

The objectives of this policy are to:

- **Meet** and exceed all legal and regulatory requirements for environmental management and protection; and where these are lacking or insufficient to protect the environment, apply best practice standards that will ensure the environment is protected;
- **Maintain** an awareness within HST Tree Specialists Pty Ltd activities of the responsibilities of HST Tree Specialists Pty Ltd, employees, contractors and affected people to ensure protection of the environment;
- **Regularly** review HST Tree Specialists Pty Ltd activities to identify and assess the environmental impact associated with these activities; and
- **Implement** and maintain management systems, processes, programs and procedures to ensure the environment is protected including the control of discharge of waste substances and emissions, or any other potentially environmentally hazardous conditions that may harm the environment;
- **Provide** an environmental emergency response program for unforeseen events so as to minimise the risk to people, facilities, and assets;
- **Provide** environmental training for management, employees, visitors, and affected people where applicable.

HST Tree Specialists Pty Ltd commitment to the environment is as important as our commitment to other aims, activities and operations.

HST Tree Specialists Pty Ltd will report on its environmental performance to the relevant authorities.

This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

Managing Director

Print Name: Rodney Nash

Signed:

Date:

25/3/2022

Date:

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date:

25/3/2022



QUALITY ASSURANCE POLICY STATEMENT

HST Tree Specialists Pty Ltd provides innovative and competitive services to Private Industry and Government.

HST Tree Specialists Pty Ltd is dedicated to providing an extensive range of services that will contribute significantly to the success of each and every client organization, and / or customer. The successes of our customers translate into success for HST Tree Specialists Pty Ltd .

Primary Goal

The Primary Goal of the Policy and associated procedures is to sustain continued commitment to meeting organisation, client and customer requirements.

Objectives

The objectives of this policy are to:

- **Demonstrate** and achieve commitment to meeting all contractual commitments and obligations;
- **Perform** and provide defect free services and work for all clients and customers;
- **Fully understand** the requirements of all our clients and customers;
- **Ensure** we meet these requirements first time, every time;
- **Conform** to these requirements at all times;
- **Pursue** best practice Quality Assurance Principles and meet all statutory requirements;
- **Ensure** that the concept of this policy is understood, implemented and maintained at all levels of HST Tree Specialists Pty Ltd activities and operations.

The Quality Assurance Management System of HST Tree Specialists Pty Ltd is based on the concepts of the continuous improvement process and conforms totally to the requirements as defined in AS/NZS ISO 9000: 2000 series.

This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every twelve (12) calendar months from the date promulgated.

HST Tree Specialists Pty Ltd

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

HST Tree Specialists Pty Ltd

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



REHABILITATION POLICY STATEMENT

HST Tree Specialists Pty Ltd, in pursuit of the best practical levels of physical and physiological recovery of our people, will provide appropriate rehabilitation return to work processes for any person who incurs a work-related injury or illness.

HST Tree Specialists Pty Ltd is responsible for the development and implementation of this Rehabilitation Policy and associated Procedures.

Primary Goal

The primary Goal of the Policy and associated procedures is to assist early return to work of employees to safe and suitable duties at the best possible level of function.

HST Tree Specialists Pty Ltd in pursuit of the best practical levels of physical and physiological recovery of our people will provide appropriate rehabilitation return to work processes for any person who incurs a work-related injury or illness.

HST Tree Specialists Pty Ltd is responsible for the development and implementation of this Rehabilitation Policy and associated Procedures.

HST Tree Specialists Pty Ltd has a total commitment to the health safety, rehabilitation, and welfare of all persons at our workplaces and to the timely and cost effective rehabilitation of injured employees.

HST Tree Specialists Pty Ltd is also committed to providing a workplace based Occupational Rehabilitation Service for all workers, and to that end will have a nominated Return to Work Coordinator and ensuring that this Policy is displayed in all of our workplaces.

The commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment;
- Ensuring that all Employees are aware of the Rehabilitation Program and provide appropriate information to an injured Employee in order to facilitate understanding and acceptance of the rehabilitation service provided;
- Enacting timely referrals to Rehabilitation Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness;
- Ensuring that the timely return to work as soon as possible by an injured worker is a normal practice and expectation;
- Providing suitable employment/duties, where practicable, for an injured Employee, or partially incapacitated worker, as an integral part of the rehabilitation process;
- Consulting with workers and their representatives to ensure that our rehabilitation program operates effectively; and
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker.

Procedures have been developed that embody the aims of our rehabilitation systems that are affected in all our rehabilitation / return to work processes.

This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



DISCRIMINATION, BULLYING & HARASSMENT POLICY STATEMENT

HST Tree Specialists Pty Ltd considers discrimination, bullying and harassment unacceptable forms of behaviour that will not be tolerated in the workplace. HST Tree Specialists Pty Ltd is committed to providing a safe and harmonious work environment, free of discrimination and all forms of harassment including bullying.

Discrimination

Discrimination occurs when an employer or an employee treats a person or persons with a particular personal attribute less favourably than another or others without that attribute.

Discrimination on the following grounds is illegal:

- Race or country of origin;
- Sex or sexuality;
- Disability;
- Physical Appearance;
- Mental Ability;
- Age;
- Marital or parental status or pregnancy;
- Religion or religious belief;
- Union membership or non-membership;
- Criminal record.

Harassment

Harassment is uninvited and unwelcome behaviour directed towards an employee that is intended to:

- Offend;
- Humiliate or;
- Intimidate, and
- That makes the workplace uncomfortable or even intolerable.

The key word is “**unwelcome**”. The employee or person who decides whether the behaviour is unwelcome is the person who is being harassed. The most common forms of harassment are:

- Sexual (opposite or same sex);
- Racial;
- Disability;
- Mental and/or Physical;
- Gender.

On becoming notified of any harassment, bullying or discrimination involving any person involved, employed or under the control of HST Tree Specialists Pty Ltd will immediately set in place the bullying, harassment and discrimination processes to ensure the issues of all affected parties are reviewed in a timely, sensitive and confidential manner. Where such instances cannot be dealt with by the company management, the appropriate authority shall be notified for immediate action.

This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



SMOKING POLICY

HST Tree Specialists Pty Ltd has a policy of a smoke-free work place and this means that smoking is not permitted within a HST Tree Specialists Pty Ltd work place. The “work place” is defined as all HST Tree Specialists Pty Ltd sites and company vehicles.

HST Tree Specialists Pty Ltd is committed to securing the health & safety of its employees and will discourage smoking in all of its premises.

HST Tree Specialists Pty Ltd recognizes that some employees may wish to give up smoking and as a result, appropriate assistance can be made available to staff. Any employee wishing further information should contact the Human Resources Manager.

Employees may only smoke during break times designated by their supervisor or outside normal office hours. No unscheduled breaks are to be taken for the purpose of smoking outside the building.

It will be the responsibility of all employees to ensure that their visitors/contractors are made aware of, and comply with, this policy.

Compliance with this policy is a condition of employment.

HST Tree Specialists Pty Ltd

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

HST Tree Specialists Pty Ltd

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



COMPANY VEHICLE POLICY

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people who will drive or operate HST Tree Specialists Pty Ltd vehicles in their course of work.

HST Tree Specialists Pty Ltd is committed to providing roadworthy vehicles adhering to all regulations with appropriate safety equipment and checks, cargo barriers and adequate storage units to ensure the safety of occupants who use or travel in the vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained.

Operators are also responsible for the daily or scheduled maintenance checks (pre-starts) as per the company's policy. Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of HST Tree Specialists Pty Ltd

Vehicle operators must have and carry the appropriate and current licence for the type of vehicle they are operating.

All statutory and workplace road rules shall be adhered to at all times. Vehicle operator's found to be in breach of these rules including speeding and parking fines shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

Any faults with the vehicle or involvement in any accident or incident must be reported to HST Tree Specialists Pty Ltd immediately.

Vehicles are to be used for work purposes only and operators will refrain from using vehicles after hours or for private use without management approval.

No person shall operate the vehicle whilst under the influence of any illegal drugs or over the statutory limit for alcohol consumption. Company disciplinary procedures including dismissal shall apply for breach of this requirement.

HST Tree Specialists Pty Ltd will not be responsible for damage to vehicle or loss of Company or private tools and equipment after hours if vehicle is not stationed at a approved location..

HST Tree Specialists Pty Ltd will not be held responsible for any insurance claims made if the above requirements are not followed.

HST Tree Specialists Pty Ltd

Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

HST Tree Specialists Pty Ltd

General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



LIVE ELECTRICAL WORK POLICY

HST Tree Specialists Pty Ltd acknowledges our moral and legal responsibilities to protect our employees and others from the risks that may arise from our work activities.

As an important part of this Duty of Care, working on or near exposed conductors that are, or could be live **shall not be done** by our employees, or other people doing work for us, unless all the following conditions are met:

The necessity to do the particular task under live or energized conditions has been discussed by our Responsible Person with the client and the people who may perform the work

It has been genuinely agreed that there are **no other options**, eg, isolating the section where the work is to be done or applying protection settings if applicable..

A task specific risk assessment is carried out and documented.

As a minimum, the risk assessment shall be in accordance with the Energy Safe publication, "Code of Practice for Safe Electrical Work".

All necessary protective clothing and equipment is on the job site, in good condition, tested as appropriate and used correctly.

First aid and communication facilities are immediately accessible.

An observer, current and competent in electrical rescue and cardiopulmonary resuscitation (CPR), is continuously present.

Authorisation for the particular task is obtained from the client's responsible person. Such authorisation shall be documented.

The standard working procedures and safe working practices as set out in the Code of Practice for Safe Electrical Work and our Safe Work Method Statement shall be observed at all times.

This Policy does not apply to testing or fault finding where the procedures as set out in our Safe Work Method Statement shall be observed at all times.

HST Tree Specialists Pty Ltd

Managing Director

Print Name: Rodney Nash

Signed: 

Date: 25/3/2022

HST Tree Specialists Pty Ltd

General Manager / Responsible Officer

Print Name: Ben Clark

Signed: 

Date: 25/3/2022



ULTRAVIOLET RADIATION PROTECTION POLICY

HST Tree Specialists Pty Ltd is committed to the preservation of the health, safety and welfare of all our employees and affected people. To this end HST Tree Specialists Pty Ltd will, as far as is practicable ensure that the working environment and areas under the Company's control are conducive to the protection from Ultra Violet radiation. HST Tree Specialists Pty Ltd supervisors, employees and contractors are accountable for health and safety performance of people and the monitoring of this UV policy in their areas of responsibility.

Primary Goal

The Primary Goal of the Policy and associated procedures is to assist in the management of an environment that is a minimal risk to Ultra Violet radiation exposure. This Policy applies to management, supervision, employees, contractors, trainees, visitors, and the general public.

Objectives

The objectives of this policy are to:

- **Comply** with all relevant statutory, legal and moral obligations:
- Through training, provide skills and knowledge for responsible staff to;
- **Identify** areas of exposure;
- **Manage** and;
- **Resolve** any issues arising from the need to work in an environment with exposure to UV radiation by any employee, trainees or people under the management or control of HST Tree Specialists Pty Ltd ;
- **Provide** and make available adequate personal protective clothing, equipment, sun protection products and resources to employees to enable a safe UV protected environment. A minimum of a hat / helmet, long pants, sun glasses, long sleeved shirt and sun screen will be provided by HST Tree Specialists Pty Ltd ;
- **Provide** information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for employees, trainees and affected people;
- **Endeavour** to program work situations to the timing of minimal exposure to the outside working environment at the maximum exposure times of the day, or if so to provide adequate shelter, shade and protection from exposure at the worst times;
- **Provide** a response program for situations arising from the exposure to minimise the risk to people, facilities, assets and the environment.

All employees, trainees, contractors, and people under our management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

Our commitment to the management of UV radiation protection is as important as our commitment to other HST Tree Specialists Pty Ltd objectives.

This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

HST Tree Specialists Pty Ltd
Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

HST Tree Specialists Pty Ltd
General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



SOCIAL ACCOUNTABILITY POLICY

(Modern Slavery Statement)

HST Tree Specialists Pty Ltd (HST) are committed to achieving the highest standards of ethical and legal conduct for itself and its business partners. HST carefully selects its partners, developing long-term relationships with people committed to our high standards. These high standards include the working conditions for our workers.

We are industry leaders who have worked to enhance workplace conditions within our business model. As with product service safety standards, we have tried to raise the social accountability bar for our entire industry. Our agreements with clients require them to adhere to basic human rights principles. In addition, we have developed a Social Accountability Policy to which all of our stakeholders must adhere.

We retain an independent external party to audit our business and interested parties to confirm compliance with our high standards and our Social Accountability Policy. The requirements of the Social Accountability Policy generally provide greater worker protection than required by the applicable local laws and regulations.

Summary of Key Provisions of Our Social Accountability Policy:

- All clients, suppliers and workers must operate in full compliance with all applicable laws, rules and regulations of the countries where they manufacture, including but not limited to those related to labor, employee health and safety and the environment.
- Where our Social Accountability Standard differs from local laws, our clients suppliers must follow the more stringent standard.
- Zero Tolerance Provisions
 - Child Labor – no employment of anyone under age 16 or younger than age of completing compulsory education
 - Forced Labor – no forced, prison or indentured labor
 - Harassment or Abuse – no physical, sexual, psychological, or verbal harassment or abuse
- Compulsory Corrective Action Plans
 - All forms of discrimination forbidden
 - HST is an equal opportunity employer
 - Compensation and Benefits must meet or exceed minimums set by local laws, with premiums paid for overtime work
 - Hours of Work and Overtime – maintain reasonable work hours, including minimum time-off every week
 - A workplace enterprise agreement is in place
 - Working Conditions/Health & Safety – must meet or exceed minimums set by local laws, with adequate facilities and protections from exposure to hazardous conditions or materials
 - Environment – must meet or exceed minimums set by local laws.

This policy will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

HST Tree Specialists Pty Ltd
Managing Director

HST Tree Specialists Pty Ltd
General Manager / Responsible Officer

Print Name: Rodney Nash

Print Name: Ben Clark

Signed: 

Signed: 

Date: 25/3/2022

Date: 25/3/2022



ALCOHOL & OTHER DRUG POLICY

HST Tree Specialists Pty Ltd (HST or the Company) is committed to a safe, healthy and productive workplace. **HST** recognises the misuse of alcohol and other drugs may have a detrimental effect on individuals, the Company and on Company services. Misuse of alcohol and other drugs, (both legal and illegal) may contribute to health and safety risks and for workplace accidents which **HST** aims to eliminate or at least minimise.

The Policy contains **HST** mandatory requirements for all employees, contractors and visitors (workers) relating to alcohol and other drug (AOD) use.

The primary focus of this Policy is to ensure people are fit for work. To facilitate this, workers will receive Education & Awareness training on the effects of the misuse of AOD. Where an investigation however indicates that a breach of this Policy or the associated Procedure has occurred, action will be taken.

In approaching the sensitive topic the impact AOD misuse may have on an individual's fitness for work, there are inevitable trade-offs which must be made between individual lifestyle choices and the obligations individuals have to themselves and others with whom they work. The Company believes it has established fair and accountable parameters which meet all our obligations.

Any employee who considers they may have an alcohol or other drug misuse issue that could impact on the workplace is strongly encouraged to seek confidential advice and assistance. **HST** can provide support through our Employee Assistance Program or by contacting the General Manager.

Workers who are taking prescribed or over the counter medication which may affect their judgement in any way and which could affect the safety of that person or any other person at that workplace must notify their Manager in writing prior to commencing work.

Alcohol in the workplace is prohibited. Blood Alcohol Content (BAC) must not be in excess of **0.00%**. The only exception is if an authorised workplace function is being conducted in accordance with detailed Procedure. No individual under the age of 18 years will be provided alcohol at **HST** social functions.

Illegal drugs are expressly prohibited at **HST** workplaces, authorised events and in Company vehicles. If tested an individual must not test positive to any drug group. The only exception is if it can be substantiated the individual was taking either medication prescribed for them or over the counter medication taken in strict accordance with the prescribed and or recommended use.

By strictly complying with the above requirements **HST** believes it can satisfy its legal obligations and minimise any effect the misuse of AOD may have in providing a safe workplace.

For further detail refer to **HST** AOD Procedure.

This policy will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every 12 calendar months from the date promulgated.

HST Tree Specialists Pty Ltd
Managing Director

Print Name: Rodney Nash

Signed: 

Date: 25/3/2022

HST Tree Specialists Pty Ltd
General Manager / Responsible Officer

Print Name: Ben Clark

Signed: 

Date: 25/3/2022



BUY LOCAL POLICY

HST Tree Specialists is a Tasmanian based Company established in 1997 with its main offices in the north of the state and operating throughout Tasmania.

HST was founded by Managing Director, Rod Nash and has held strong in the community for 23 years by way of employing only local Tasmanian based staff and focusing on using all local services and consumables for its Supply Chain Network.

HST currently directly employs 23 local Tasmanians to support the business. Our work activities within the three regions are solely actioned by our Tasmanian work force.

HST is continually looking to grow our workforce through training and upskilling current employees and employing new local workers. The opportunities various projects provide is to allow us the scope to develop our base further and support more local and Tasmanian operated businesses.

With 25 years as a business in Tasmania, HST has supported many employees, families and businesses, which in turn has contributed to the local economic growth throughout the state including goods and services and will continue the same in the future.

HST Tree Specialists directly supports various businesses including but not limited to:

- Mechanical Services
- Electrical Mechanics
- Engineering
- Corporate Clothing Suppliers
- RTO
- PPE and Safety Suppliers
- Maintenance Contractors
- Safety & Quality Consultancy
- IT Consultancy and Design
- Catering Services
- Office Furniture and Office Suppliers
- Fuel Retailers
- Signage
- Financial Institutions including Work entitlements

This policy will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or businesses needs every 12 calendar months from the date promulgated.

HST Tree Specialists Pty Ltd
Managing Director

Print Name: Rodney Nash

Signed: 

Date: 25/3/2022

HST Tree Specialists Pty Ltd
General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022



SOCIAL MEDIA POLICY

1. PURPOSE

HST Tree Specialists recognises that technology provides unique opportunities to build our business, listen, learn and engage with customers, stakeholders and employees using a wide variety of social media platforms. However, we use social media and what we say also has the potential to affect HST Tree Specialists reputation and/or expose the Company (and each of us) to business or legal risk.

Whilst we recognise the benefits which may be gained from appropriate use of social media, it is important to be aware that it poses significant risks to our business. These risks include disclosure of confidential information and intellectual property, damage to our reputation and the risk of legal claims.

Therefore, every employee has a personal responsibility with and comply with HST Tree Specialists overall social media policy. This policy is designed to reflect our purpose, values and principles, our business conduct manual, and legal requirements. Because we use social media in a variety of ways there are more specific expectations that apply to your activities.

2. SCOPE

This policy covers all forms of social media, including but not limited to Facebook, Instagram, LinkedIn, Twitter, Snapchat and Ticktock. It applies to the use of social media for both business and personal purposes, during work hours and in your own time to the extent that it may affect the business of the company. The policy applies both when the social media is accessed using the company's information systems and also when accessed using equipment or software belonging to the employee or others.

It also covers all employees and others including consultants, contractors and casual / agency staff. Breach of this policy may result in disciplinary action up to and including termination of employment. Any misuse of social media should be reported to a member of the HST Tree Specialists management team.

3. POLICY STATEMENT

Although many users may consider their personal comments posted on social media or discussions on social networking sites to be private, these conversations are frequently available to a larger audience than the author may realize.

As a result, any online communication that directly or indirectly refers to HST Tree Specialists, our products and services, team members or other work-related issues, has the potential to damage HST Tree Specialists reputation or interests.

When participating in social media in a personal capacity, employees must:

- Not disclose HST Tree Specialists confidential, proprietary or sensitive information. Information is considered confidential when it is not readily available to the public. The majority of information used throughout HST Tree Specialists is confidential. Refer to the employee WWW Induction and/or ask your manager before disclosing any information.
- Not use the HST Tree Specialists logo or company branding on any social media platform with our prior written approval from the HST Tree Specialists management team.
- Not communicate anything that might damage HST Tree Specialists reputation, brand image, commercial interests, or the confidence or our customers.



- Not represent or communicate on behalf of HST Tree Specialists in the public domain without the direct approval of the HST Tree Specialists management team.
- Not post any material that would directly or indirectly defame, harass, discriminate against or bully a HST Tree Specialists team member, supplier or customer.
- Ensure, when identifying themselves (or when they may be identified) as a HST Tree Specialists team member, that their social media communications are lawful and comply with HST Tree Specialists policies and procedures.

4. RESPONSIBLE USE OF SOCIAL MEDIA

- a) The employee must not use social media in a way that might breach any of our policies, any express or implied contractual obligations, legislation, or regulatory requirements. In particular, use of social media must comply with:
- The Discrimination, Bullying & Harassment Policy
 - Rules of regulatory bodies;
 - Contractual confidentiality requirements;
 - Other key policies/requirements.

When they use social media, the employee must

- Disclose their affiliation: If you discuss work related matters that in in your area of expertise or provide information related to the company's products / services you must clearly and conspicuously disclose your affiliation with the company.
- State that it's THEIR opinion: Unless authorised to speak or conduct research on behalf of the Company, when commenting on the business include a disclaimer that the opinions provided do not represent the views if the company.

This policy will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or busiesses needs every 12 calendar months from the date promulgated.

**HST Tree Specialists Pty Ltd
Managing Director**

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

**HST Tree Specialists Pty Ltd
General Manager / Responsible Officer**

Print Name: Ben Clark

Signed:

Date: 25/3/2022



MEDIA POLICY

PURPOSE

This policy sets protocols for dealing with the media and responding to media enquiries across all areas of the HST Tree Specialists business.

Communicating with the media informs the public of the work and policies of the company and is important to achieving our strategic objectives.

2. SCOPE

The policy applies to all divisions and employees within HST Tree Specialists (Hereby referred to as HST). It applies to all ongoing/term/casual/ temporary and private contractors/consultants who may interact with the media within the company's areas of responsibility. It applies to all forms of media interaction, including verbal, written or electronic (other than social media which must be carried out in accordance with the Social Media Policy).

3. POLICY STATEMENT

1. *Initiating contact with the media.* You must not initiate contact with the media unless authorised by a delegated officer within the HST Management Team.
2. *Approval:* You must direct any media enquiries to your relevant media spokesperson to ensure that the department's response is accurate, coordinated, consistent and in accordance with the Code of Conduct. You must not attempt to respond to the enquiry under any circumstances without approval from the HST management team.
3. *Media releases:* All HST media releases, or joint releases mentioning the company, must be approved by Ben Clark - General Manager HST Tree Specialists (or delegate) and must be issued by the HST management team. The relevant logo should be included on the media release as per branding guidelines.
4. *Media interviews:* Only spokespeople approved by the Ben Clark - General Manager HST are permitted to speak to or be interviewed by media outlets.
5. *Operational matters:* Where authorised employees are requested to provide comment directly on operational matters, they are permitted to respond to requests within their acknowledged area of professional expertise, only after consultation with Ben Clark - General Manager HST.
6. *Public information and events:* Where issues of significant public interest are to be discussed in a public forum, employees must inform the HST management team at least one week prior to the event. Employees should provide advance warning of the likelihood of contentious issues. Examples include court cases, recent health and safety incidents, protests and conflict between stakeholders. Alternatively, if in unforeseen circumstances, media has attended an event where comments or a presentation from an employee has been made, employees must advise the HST management team as soon as possible.
7. *Integrity:* Employees are to present the policies and decisions of the Company in an impartial manner. Media requests for information must be responded to with honesty, accuracy and in a prompt manner via an approved HST media representative.

4: DELEGATES

1) Media Spokesperson:

- Rod Nash – Managing Director HST Tree Specialists
- Ben Clark - General Manager HST Tree Specialists

2) Media releases and responses to media inquiries content and distribution:



- Rod Nash – Managing Director HST Tree Specialists (or delegate)
 - Ben Clark - General Manager HST Tree Specialists (or delegate)
- 3) initiating contact with the media
- Ben Clark - General Manager HST Tree Specialists (or delegate)

This policy will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or businesses needs every 12 calendar months from the date promulgated.

HST Tree Specialists Pty Ltd
Managing Director

Print Name: Rodney Nash

Signed:

Date: 25/3/2022

HST Tree Specialists Pty Ltd
General Manager / Responsible Officer

Print Name: Ben Clark

Signed:

Date: 25/3/2022