



EMPLOYEE HANDBOOK

Consolidated Group of Companies

CCS Rentals Pty Ltd · Consolidated Transport Services · Jakarli Group Services

ISO-BMS-MAN-001

Version 4.0 | June 2026

Prepared: Kate Tsorvas | Approved: Theo Tsorvas

1. Amendment Record

VERSION	DATE	AMENDMENT REASON	PAGES	APPROVED BY
V 1.0	19.12.2023	Annual Review	All	K. Tsorvas

2. Introduction

Proudly Western Australian and family-owned, CCS Rentals Pty Ltd T/A Consolidated Group, Jakarli Group Services, and Consolidated Transport Services (together, the Consolidated Group of Companies — "the Group") provide earthmoving, transport, mechanical, and mobile equipment solutions to the mining, civil and transport sectors across the Pilbara and beyond.

We exist to problem-solve and make it easy through diversified and responsive services built on safety, systems and training. We want your experience working with us to be positive and rewarding, and we wish you every success during your employment.

3. Purpose of This Handbook

This handbook communicates the Consolidated Group's expectations, policies, procedures and standards to all employees and subcontractors. You are expected to read, understand and follow this handbook. If anything is unclear, speak with your supervisor or management immediately.

Breaches of the standards and expectations set out in this handbook may result in disciplinary action, up to and including termination of employment or contract.

Key Commitments

- ▶ Complaints or grievances may be raised with any Manager or Supervisor.
- ▶ Complaints do not need to be made in writing to be accepted or investigated.
- ▶ All grievances are handled fairly, impartially and in good faith.
- ▶ Individuals are protected from victimisation for raising a complaint.
- ▶ All matters are treated confidentially, subject to investigation requirements.
- ▶ Outcomes will normally be communicated within seven (7) working days where practicable.

4. Emergency Contacts

4.1 Organisation Emergency Contacts

NAME	POSITION	CONTACT
Theo Tsorvas	Director – Consolidated Group	0459 786 391
Kate Tsorvas	Director — Jakarli Group Services	0459 786 391
Varnan Selvanayaham	Director – Consolidated Transport	0468 587 404

4.2 External Emergency Contacts

ORGANISATION	CONTACT NUMBER
Police / Fire / Ambulance — Emergency	000
WorkSafe WA — Notifiable Incidents	1300 307 877
WorkSafe WA — General Enquiries	1800 678 198
Dept. of Mines, Industry Regulation & Safety	08 9222 3333
WA Dept. of Water & Environmental Regulation	1300 784 782
Environmental Pollution Response Hotline	1300 784 782
Alinta Energy (gas)	13 13 58
Western Power	13 13 51
WA Water Corporation	13 13 75
Fiona Stanley Hospital	08 6152 2222
Health Direct (after-hours medical advice)	1800 022 222
MATES in Construction & Mining	1300 642 111
Beyond Blue — Mental Health Support	1300 22 4636
Lifeline	13 11 14

5. Roles & Responsibilities

The Consolidated Group ensures that responsibilities and authorities for all relevant roles are assigned, communicated and understood across all operations, supported by:

- Organisational charts showing reporting lines and accountabilities
- Position descriptions issued to all employees and updated as required
- Pre-start meetings, toolbox meetings, SWMS, procedures and day-to-day supervisor direction

If you are ever unsure about your responsibilities, speak with your supervisor immediately.

5.1 Organisational Chart

A current organisational chart showing reporting lines and key responsibilities is maintained and available to workers upon request through your supervisor or SharePoint.

5.2 Position Descriptions

All workers will be issued with a position description relevant to their role. Position descriptions are updated as required to reflect operational changes and business needs.

6. Environmental Management

6.1 General

The Consolidated Group is committed to protecting the environment and minimising environmental impacts across all workplaces, including client sites, workshops and offices.

Our Environmental Management System includes documented procedures, SWMS, registers, schedules and audits. Environmental aspects and impacts are identified and managed through risk assessment and documented controls, including the Risk Register and task-specific SWMS.

6.2 Environmental Policy (POL 02)

Top management is committed to protecting the environment and preventing pollution by identifying and managing our significant environmental aspects and impacts. We will continually improve our Environmental Management System and comply with all applicable environmental legal and other requirements.

Key objectives include: protecting the environment through operational controls; promoting recycling and responsible waste management; purchasing environmentally responsible products where reasonably practicable; and maintaining ISO 14001:2015 certification.

The full policy is available on SharePoint: 05. Policies / POL 02 Environmental Policy.

6.3 Environmental Incidents & Non-Conformances

All environmental incidents and non-conformances must be reported to management as soon as practicable. Workers are expected to participate in investigations and corrective actions as directed.

Report using: F29 Environmental Incident Report Form and F26 Corrective Action Form (both available in 19. Forms on SharePoint).

Environmental Non-Conformance includes:

- ▶ Deviation from an environmental process, policy or procedure.
- ▶ Inadequate or poorly maintained environmental controls (e.g. spill kit not available).
- ▶ A breach or suspected breach of applicable environmental legislation.
- ▶ Any act or omission that could reasonably cause environmental harm.

7. Work Health & Safety Management

7.1 General

The Consolidated Group places the highest priority on the safety, health and wellbeing of all employees, contractors, customers and visitors at all locations — both on sites we control and in our offices and depots.

Our WHS Management System includes procedures, SWMS, registers, manuals, audits and other documentation to minimise the risk of injury and ill-health. Workers and subcontractors are consulted on WHS risks and controls to ensure they remain practical and effective.

7.2 WHS Policy (POL 01)

Top management and staff are committed to providing safe and healthy working conditions for the prevention of work-related injuries and ill health. We are committed to eliminating hazards and reducing WHS risks through continual improvement of our WHS management system, in conformance with ISO 45001:2018.

The full policy is available on SharePoint: 05. Policies / POL 01 Occupational Health and Safety Policy.

7.3 Hazard Identification & Control

Workplace hazards are identified through:

- Pre-start meetings — identifying and discussing site-specific daily WHS hazards
- Development and implementation of SWMS in consultation with workers
- The organisational Risk Register, developed in consultation with workers and management
- Take 5 hazard identification on site where client requirements apply
- Toolbox meetings, HSE audits, and visual observations on site

7.4 WHS Incidents, Non-Conformances & Corrective Actions

All WHS incidents and near misses must be reported to management as soon as possible. Workers are expected to participate in investigations and corrective actions as directed.

Report using: F19 Incident/Event Statement Form, F27 Personal Injury Reporting Form, F25 Non-Compliance Reporting Form, and F26 Corrective Action Form (all available in 19. Forms on SharePoint).

STOP WORK AUTHORITY

Every worker has the right and responsibility to stop work if they believe a task or situation presents an immediate risk to their safety or the safety of others.

Stopping work for genuine safety concerns will never result in disciplinary action.
Report the hazard to your supervisor immediately.

7.5 Emergency Preparedness & Response (POL 04)

The organisation has identified potential emergency situations and developed an Emergency Response Plan (M06). This includes response procedures, evacuation drills, communication protocols and periodic testing.

Location-specific emergency procedures are communicated during site induction. Know your muster point, emergency exit routes, and the location of first aid kits and fire equipment before starting work at any location.

7.6 WHS Audits

Internal WHS audits are conducted at planned intervals to confirm the WHS management system conforms to ISO 45001:2018 requirements and is effectively implemented. Workers are expected to participate in audits where required.

8. Quality Management

8.1 General

The Consolidated Group is committed to meeting and exceeding the needs and expectations of our customers. Our Quality Management System (ISO 9001:2015) includes process flowcharts, schedules, registers, manuals and other documentation to minimise quality risks and ensure consistent service delivery.

8.2 Quality Policy (POL 03)

The Consolidated Group is a specialist provider of earthmoving, transport and mobile equipment solutions. Top management and staff are committed to providing high-quality, diversified and responsive services focused on safety, systems and training that meet and exceed customer expectations.

The full policy is available on SharePoint: 05. Policies / POL 03 Quality Assurance Policy.

8.3 Quality Non-Conformances

All quality non-conformances must be reported to management using F25 Non-Compliance Reporting Form and F26 Corrective Action Form. Implications of non-conformance include customer dissatisfaction, rework, loss of productivity, and risk of ISO 9001 certification loss.

9. Training & Competency (POL 24)

At the commencement of employment, you will receive training necessary for your specific role. As your role develops, you may be required to undertake additional training — both formal external training and internal training via toolbox meetings, on-the-job instruction or supervisor coaching.

The organisation supports employees in advancing their careers through training. Where the organisation contributes to training costs, a Training Agreement may apply, including a cost-recovery clause on departure. Discuss with your manager for further details.

Your competencies and licence/ticket records are maintained in the Training Matrix (R16). Ensure your supervisor is advised of any new tickets, licence upgrades or expirations. You are required to complete the Employee Licences Declaration Form (F23) at onboarding and update it whenever your licences change.

10. Fitness for Work (POL 09)

10.1 General

All employees and subcontractors must be fit for work prior to starting any shift. If you are not fit for work at any time, stop and report to management or your supervisor immediately. Do not operate plant, equipment or vehicles unless you are fully fit and alert.

If you are sick and cannot attend work, contact your supervisor before your shift starts so alternative arrangements can be made. Failure to communicate absence may result in disciplinary action.

10.2 Drug & Alcohol Policy (POL 09 — V4.0, October 2025)

The Consolidated Group operates a zero-tolerance drug and alcohol policy consistent with mining and civil industry standards.

Zero Tolerance — Key Rules

- ▶ No person may enter or remain at any workplace while under the influence of alcohol, illicit drugs or any impairing substance.
- ▶ Prescribed medication is permitted only where it does not create a safety risk. If impairment is possible, cease work safely and notify your supervisor.
- ▶ Testing applies: pre-employment, random, blanket, post-incident and for-cause.
- ▶ A non-negative initial result = immediate stand-down without pay pending confirmation.
- ▶ A confirmed positive, test refusal or tampering = serious misconduct and termination.
- ▶ Zero tolerance applies at workplaces, during travel to/from site on roster, and in company-provided accommodation.

The maximum daily shift length is 12 hours. Hours and rosters are managed to control fatigue risk in compliance with POL 41 Fatigue Management Policy and POL 51 Mine Fatigue Management Policy.

10.3 Fatigue Management (POL 41 & POL 51)

Fatigue is a significant risk in our industry. You must:

- Ensure adequate rest between shifts — minimum 10 hours off between shifts.
- Log your fatigue management daily via the QR code on vehicles (HVA operations) or through your supervisor (site operations).
- Report to your supervisor if you are too fatigued to work safely. No disciplinary action will result from a genuine fatigue report.
- Not drive or operate plant when fatigued, even if your shift has not yet formally ended.

For mine site operations, the requirements of POL 51 Mine Fatigue Management Policy apply, including mandatory rest periods, maximum consecutive days worked, and supervisor sign-off on fatigue declarations.

10.4 Smoking (POL 23)

Smoking and vaping are not permitted inside any CGC offices, vehicles, or workshops. Designated smoking areas are provided at depots. Smoking or vaping is not permitted while conducting operational activities.

11. In-Vehicle Fatigue Monitoring System (IVFMS)

The Consolidated Group uses the DriveGuard360 In-Vehicle Fatigue Monitoring System (IVFMS) across its heavy vehicle and transport fleet. This system improves driver safety, supports fatigue management, and meets the requirements of our clients (BHP, FMG, Rio Tinto) and applicable road safety and WHS legislation.

11.1 What the System Does

- Dual HD cameras — road-facing and in-cabin — with 24/7 recording.
- Real-time monitoring for fatigue, distraction, speeding and harsh driving events.
- Real-time in-cab alerts to drivers and notification to management for high-risk events.
- Tamper-resistant housing — disabling or blocking cameras is a serious breach of policy.
- Secure cloud storage — footage is confidential and used only for compliance, incident review and coaching.

11.2 Privacy & Audio Recording

Audio recording is disabled by default. It can only be activated if a driver gives explicit consent via the Driver App. Without consent, the system captures video and telematics data only. This ensures compliance with the Surveillance Devices Act 1998 (WA).

Drivers may request to view their own footage. Otherwise, access to footage is restricted to authorised management personnel.

11.3 Your Responsibilities

- Respond safely to in-cab alerts — pull over safely if a fatigue or distraction alert requires action.
- Do not obstruct, tamper with, cover or disable IVFMS cameras at any time.
- Report any camera faults or concerns to your supervisor immediately.
- Sign the IVFMS Acknowledgement as part of your induction or when deployed to an IVFMS-equipped vehicle.

Important

Tampering with or disabling IVFMS cameras is a serious breach of policy and may result in immediate termination. It may also constitute a breach of client site rules and applicable legislation.

12. Hazardous Substances & Chemicals

Hazardous chemicals may be used in Consolidated Group operations. All chemicals classified as hazardous have current Safety Data Sheets (SDS) accessible at the point of use. SDS are available in 10. Safety Data Sheets on SharePoint and at depot/site locations.

Before using any chemical, check the relevant SDS for: PPE requirements; storage and handling requirements; first aid measures; firefighting measures; environmental incident response measures; and disposal requirements.

All incidents involving hazardous chemicals must be reported to management immediately using F25 Non-Compliance Reporting Form.

13. Psychosocial Hazards & Mental Health

The Consolidated Group recognises that psychosocial hazards — including workplace stress, bullying, fatigue, isolation, and poor work design — can cause serious harm. We are committed to identifying, assessing and controlling psychosocial risks under the WHS Act 2020 (WA) and our Psychosocial Management Plan (ISO-BMS-PLN-004).

13.1 Your Rights & Responsibilities

- You have the right to raise psychosocial concerns without fear of retaliation.
- Report psychosocial hazards to your supervisor or management as you would any physical hazard.
- Support your colleagues — check in on those who may be struggling.
- Managers are responsible for creating a respectful and psychologically safe workplace.

13.2 Support Resources

If you or a colleague are struggling, the following free and confidential services are available:

MATES in Construction & Mining	1300 642 111
Beyond Blue	1300 22 4636
Lifeline	13 11 14
Mental Health Emergency Response Line (WA)	1300 555 788

14. Harassment, Grievances & Workplace Violence (POL 06, 07, 42)

14.1 Our Commitment

Intimidation, hostility, offensiveness, sexual harassment and unfair discrimination are unacceptable and will not be tolerated under any circumstances. All employees share responsibility for maintaining a respectful workplace culture.

14.2 What is Harassment?

Harassment includes: intimidation; hostile or offensive behaviour; sexual harassment (any form of unwelcome sexual attention including touching, remarks, requests for favours, indecent exposure, or displaying offensive material); and unfair discrimination based on any protected attribute. Personality clashes between staff do not constitute harassment.

14.3 Making a Complaint

Discuss complaints with management. If the matter cannot be resolved internally, employees have the right to lodge a complaint with the Fair Work Commission or WA Equal Opportunity Commission. Disciplinary action including dismissal will be taken against any person found to have engaged in harassment.

14.4 Grievances

Raise workplace grievances with your supervisor or manager. If unresolved, submit in writing to management. Outcomes will normally be communicated within seven (7) working days. If dissatisfied with the outcome, the matter may be escalated to the Director.

14.5 Workplace Violence

Any incident involving abuse, threats or assault — including against property — must be reported to your supervisor immediately. Management will investigate all violent incidents and take remedial action. No form of violence is tolerated on any CGC premises or site.

14.6 Safety Issue Resolution

WHS issues must be raised through your supervisor in the first instance. Only where issues remain unresolved after a reasonable time should a formal issue resolution process be initiated.

15. Modern Slavery & Ethical Conduct (POL 31, 48, 49)

The Consolidated Group is committed to upholding human rights and ensuring that modern slavery does not occur in our operations or supply chain. Modern slavery includes forced labour, child labour, debt bondage, human trafficking and deceptive recruitment.

All employees and subcontractors must report any suspected instances of modern slavery, unethical recruitment or exploitation to management immediately. New suppliers and subcontractors are assessed for modern slavery risk prior to engagement (F13 New Supplier Qualification Form).

Our Ethics Policy (POL 49) and Ethical Recruitment Policy (POL 48) set out standards for honest, transparent and fair conduct in all business dealings.

16. Indigenous Employment & Social Procurement (POL 27, POL 52)

The Consolidated Group — particularly through Jakarli Group Services, our majority Indigenous-owned and female-led entity — is committed to meaningful Indigenous employment, training and procurement outcomes. Jakarli Group is Supply Nation Certified.

We have achieved 30–45% Indigenous workforce participation on major projects. Our Social Procurement Commitment (POL 52) prioritises Indigenous-owned subcontractors and suppliers for proportional scope opportunities on projects.

All employees are expected to support an inclusive and culturally safe workplace. Concerns about cultural safety or inclusion should be raised with management.

17. Employee Responsibilities

17.1 Timesheets

Complete your daily docket/timesheet accurately, showing start time, finish time, break times and work completed. Submit to your manager for approval. For HVA operations, log your fatigue management daily via the QR code on the truck.

17.2 Confidentiality & Privacy (POL 19, POL 44)

You must not divulge any confidential information — including client details, business operations, financial information, pricing or personnel records — to any external party, at any time during or after your employment.

Never release personal information about another staff member (e.g. address, phone number) to any external party without that person's explicit consent or as required by law. Breach of confidentiality may result in summary dismissal.

17.3 Mobile Devices & Computers (POL 15)

Company computers and phones must be used for business purposes. Do not download, store or transmit illegal, pornographic or offensive material. Do not use company systems to send offensive or hurtful communications. Breach of this requirement may result in instant dismissal.

Mobile phone use is prohibited while operating vehicles or plant. For non-driving roles, mobile phone use should not interfere with safe work practices.

17.4 Keys & Security

Keys are issued at the discretion of senior management. Do not loan keys to unauthorised personnel or copy keys under any circumstances. Report lost keys immediately to your supervisor and complete an incident report.

17.5 Reliability & Punctuality

Punctuality is essential. If genuinely delayed, contact your supervisor as soon as possible. Repeated unexplained lateness may affect your ongoing employment.

17.6 Honesty

Honesty is required in all dealings — with customers, colleagues, petty cash, timesheets, personal and company property, and business information.

17.7 Company Property (POL 22)

Return all company-issued items (mobile devices, uniforms, keys, tools) at or prior to termination. Report any damage or loss of company property to management immediately and complete an incident report. All intellectual property, systems and documents created during employment remain the property of the Consolidated Group.

17.8 Animals

Pets and other animals are not permitted on any CGC site or depot at any time, with the exception of approved assistance animals.

18. Personal Protective Equipment (POL 53)

You will be issued with PPE appropriate to your role. You must wear all required PPE whenever it is specified in your SWMS, site requirements or your supervisor's instructions. PPE issued is recorded in the PPE Issue Register (F33).

- PPE must be worn correctly at all times — not just when supervisors are present.
- Inspect PPE before each use. Report damaged or defective PPE to your supervisor immediately.
- Do not modify PPE in any way.
- Return PPE in serviceable condition upon request or at the end of your employment.

Non-compliance with PPE requirements is a WHS breach and will be addressed through the disciplinary process.

19. Company Vehicles (POL 11, F31 Journey Management Plan)

Only authorised staff with a current, valid licence for the class of vehicle are permitted to drive company vehicles. Licence details must be kept current in the Employee Licences Declaration Form (F23) and management must be notified of any changes to your licence status.

- All light vehicles must be signed out and back in on return.
- A Journey Management Plan (F31) must be completed before any trip into the Pilbara or remote areas.
- Vehicles must not be operated illegally — failure to comply may result in instant dismissal.
- All drivers are personally responsible for fines and traffic infringements incurred during company travel. The Consolidated Group will not pay or reimburse fines.
- Accidents, damage or defects must be reported to management immediately and an incident report completed (F27/F25).
- Vehicle maintenance is arranged by management. Fuel card receipts and vehicle expenses must be returned to management at the end of each month.

20. Disciplinary Action (POL 21)

Disciplinary action applies in cases of: poor work performance; failure to follow safe work practices; not following supervisor or management instructions; horseplay or fighting; breach of confidentiality or security; and any other breach of company standards set out in this handbook or applicable policies.

All disciplinary processes will be conducted fairly and consistently, and the Just Culture Decision Tree will be applied where relevant.

20.1 Disciplinary Procedure

Option 1 — Verbal Warning: Minor failure to meet required standards. A verbal warning is given by a supervisor or manager.

Option 2 — Written Warning: Continued failure to meet standards, or a more serious breach. A First or Final Written Warning is issued, which may include a review date and a warning that dismissal may follow if issues are not rectified.

Option 3 — Dismissal: Following verbal and/or written warnings where performance or conduct has not improved.

Option 4 — Instant Dismissal: Without notice, for: breaking the law; theft; property damage; immoral or indecent behaviour; gross insubordination; falsifying records; malicious or slanderous acts that damage the company; gross breach of security, confidentiality or privacy; misuse of company computers; or a confirmed positive drug or alcohol test.

21. Employee Handbook Acknowledgment

By signing this Handbook

I acknowledge that I have read, understood and agree to follow the Consolidated Group's policies, processes, procedures and expectations as set out in this Employee Handbook (ISO-BMS-MAN-001 V4.0).

I understand that breach of the standards in this handbook may result in disciplinary action up to and including termination of employment or contract.

FULL NAME (PRINT)

SIGNATURE

DATE

ROLE / POSITION