



MISCONDUCT POLICY

The primary objective of the Company's Misconduct Policy is to ensure that all disciplinary matters are dealt with fairly and consistently and to encourage an improvement in individual conduct or performance.

The Company encourages an individual and their manager to resolve minor conduct issues informally where possible. Formal steps will be taken if the matter cannot be resolved informally, or if an informal discussion is not appropriate (for example, because of the seriousness of the allegation). Each case will be judged on its individual merits.

Summary dismissal (without notice or pay in lieu of notice) may be necessary in case of gross misconduct.

The following are examples of offences which will normally result in summary dismissal:

- Violent, dangerous or irresponsible behaviour
- Serious breach of health and safety rules
- Theft or any other criminal offence
- Contravention of the Mane Contract Services Drugs and Alcohol Policy
- Falsification of competence certification

The following may be regarded as cases of general misconduct:

- Poor application to work
- Poor time keeping
- Disruptive conduct
- Wearing of dirty high visibility clothing

The first instance of general misconduct will generally result in a verbal or written warning. Repetition could lead to further warnings or dismissal.

The individual may appeal against disciplinary action in accordance with the Grievance procedure. Details of how to appeal can be obtained from the HR department.

Breaches of the Sentinel Scheme Rules

Breaches of the Sentinel Scheme Rules by either an Individual or a Sponsor include (but are not limited to) the following:

- Any fraudulent or falsification of documentation or records relating to safe working.
- Any conviction related to theft or attempted theft of railway materials
- Any breach in working hours by reporting or endeavouring to report for a shift of work, having previously undertaken a shift on Managed Infrastructure within the last 12 hours (known as double shifting); unless a risk assessment has been conducted by the Primary Sponsor and suitable controls implemented
- Any event of presenting a falsified or copied Sentinel Card, or claiming a false identify for the purposes of trying to gain entry on Managed Infrastructure, undertaking a training/assessment activity, presenting themselves for a medical examination of drug and alcohol test

- Attempting to cheat any assessment for a Sentinel managed competence and/or trying to gain access to an online or paper assessment for a Sentinel managed competence outside of an accredited assessment centre
- The infringement of any health and safety legislation or Managed Infrastructure policies, standards or rules include the Lifesaving Rules deemed as reckless contravention and a requirement of Section 1.16 of the Sentinel Scheme Rules
- Any event of negligence which causes, or has the potential to cause loss, damage or injury
- Any event of physical violence while at work
- Any event of deliberate damage to Managed Infrastructure property
- Any allegation of a breach of the Sentinel Scheme Rules which is found to be false and is proven to have been made with malicious intent
- Any other event that fails to adhere to the Sentinel Scheme Rules.

Where misconduct has taken place, Mane shall follow the process as follows to deal with the matter as promptly as possible.

- Report the matter to Sentinel where a breach of the scheme rules has been observed
- Place a temporary suspension on relevant competencies where it is deemed appropriate
- Conduct an investigation into the alleged breach or misconduct, which will involve
 - Inviting the individual/s under investigation to a meeting to provide a statement
 - Meeting with other parties witness to the alleged breach or misconduct
 - Providing evidence to support the investigation
 - Forming a decision on the evidence and recommendations for action by applying the 'Fair Culture' Consequences Model.
 - Notifying Sentinel Investigations team and the individual under investigation of the outcome and actions
 - Ensuring any recommendations are actioned and the effectiveness is reviewed
- Provide an opportunity for appeal
- Give ongoing support to facilitate a return to normal duties where recommendations allow

Mane will not de-sponsor an individual following an alleged breach of the Sentinel scheme rules until an investigation is concluded.

Any decisions made will also be in line with the investigations and formal review process found in the Sentinel Scheme Rules.

Signed



Position CEO

Date: 1 September 2022