

Document Control

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Health & Safety Policy

Purpose

The purpose of this Health & Safety Policy is to state the Alpha Recruitment Group's commitment to health, safety and wellbeing, and to set the common health and safety expectations that apply across the Group. This policy is intended to be replicated in the Group's Health & Safety Policy poster and in each relevant handbook, with additional audience-specific requirements included where needed.

Scope

This policy applies to all work carried out by or through Alpha Recruitment Group Limited and its associated companies, brands and divisions. It applies to internal staff, assigned staff, employees, contractors, subcontractors, consultants, visitors, candidates, clients, suppliers and any other person who may be affected by our work activities.

This policy applies wherever work is performed or work-related activities occur, including Company offices, home or remote work locations, client or Host client premises, healthcare settings, construction or industrial sites, meetings, events, travel connected with work, and any other location connected with work performed by or through the Group.

Policy statement

Alpha Recruitment Group is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working environment that prevents work-related injury and ill health and supports the wellbeing of people affected by our work.

Our health and safety approach will be appropriate to the purpose, size and context of the Group, the nature of our recruitment, staffing, contractor management, consulting, payroll and related workforce services, and the specific health and safety risks and opportunities associated with the different work environments in which our people work.

Health and safety is a shared responsibility. The Company will take reasonably practicable steps to meet its duties, and everyone covered by this policy is expected to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their actions or omissions.

Our commitments

The Company is committed to:

- meeting our obligations under the Health and Safety at Work Act 2015 and all other applicable health and safety legislation, regulations, approved codes of practice, standards, contractual requirements and relevant guidance;
- providing a framework through our Health & Safety System for setting, monitoring and reviewing health and safety objectives;

- identifying hazards and assessing health and safety risks so that appropriate risk controls can be implemented, monitored and improved;
- ensuring, so far as is reasonably practicable, that people are made aware of risks relevant to their work and are provided with appropriate information, instruction, training, supervision and support;
- consulting and cooperating with employees, assigned staff, contractors, subcontractors, clients, Host clients and other relevant parties about health and safety matters that affect them;
- encouraging participation in health and safety matters, including through direct communication, scheduled consultation, elected health and safety representatives where applicable, and other practical participation channels;
- making managers and other leaders accountable for health and safety performance in their areas of responsibility, including leading by example and responding promptly to health and safety concerns;
- investigating reported incidents, injuries, near misses, hazards and unsafe conditions to identify causes and, where appropriate, implement corrective or preventive action;
- supporting the early reporting of pain, discomfort, fatigue, stress, injury, unsafe conditions, bullying, harassment, violence, threats, aggressive behaviour and other matters that may affect health, safety or wellbeing;
- supporting safe recovery, rehabilitation and return to work following work-related injury or illness, where this is reasonably practicable and appropriate;
- providing and maintaining safe systems of work, safe work environments, suitable equipment, appropriate materials and emergency procedures relevant to the range of work environments in which our people may work;
- consulting, cooperating and coordinating with clients, Host clients, contractors, subcontractors and other persons conducting a business or undertaking where health and safety duties overlap;
- ensuring contractors and subcontractors engaged by or through the Group are expected to manage health and safety proactively in relation to work performed for or through the Company, including on site, remotely, at client premises or through any other work arrangement;
- notifying WorkSafe New Zealand or other relevant authorities where required by law;
- maintaining appropriate health and safety documentation and reviewing policies, procedures, systems and performance at planned intervals and whenever significant change or new information requires review;
- continually improving our health and safety systems, controls, consultation, training and performance.

Practical application

To give effect to this policy, the Company will, so far as is reasonably practicable:

- maintain a Health & Safety System that supports the identification, assessment, control, monitoring and review of health and safety risks;
- assign responsibility for the programme, control of health and safety documentation, and maintenance of health and safety processes and standards;
- set health and safety objectives and performance criteria for managers, teams, work areas and relevant assignments, and review these at appropriate intervals;
- provide health and safety induction, information and training that is relevant to the person, role, work location and work environment;
- work with clients and Host clients to understand site-specific risks, induction requirements,

supervision, personal protective equipment, emergency procedures and safe work methods that apply to assigned staff or contractors;

- require hazards, incidents, injuries, near misses, unsafe conditions, unsafe behaviour and wellbeing concerns to be reported promptly to the appropriate Company contact and, where applicable, to the relevant client or Host client contact;
- respond to health and safety reports in a timely and proportionate manner, including by considering immediate safety actions, investigation, corrective action, consultation, communication and follow-up;
- maintain procedures for foreseeable emergencies, taking account of the different environments in which people may work, including office, home, remote, client, healthcare, construction, industrial, travel and event environments;
- promote safe and sustainable working practices, including appropriate breaks, fatigue management, safe travel, workstation safety, respectful behaviour and early escalation of workload or wellbeing concerns;
- keep records required for health and safety management and legal compliance;
- review and improve health and safety arrangements when incidents occur, when risks change, when work environments change, when legal or client requirements change, or when consultation identifies improvements.

Responsibilities of everyone covered by this policy

All employees, assigned staff, contractors, subcontractors and other people covered by this policy are expected to share in the commitment to health and safety by:

- taking reasonable care of their own health and safety;
- taking reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- following all lawful and reasonable health and safety instructions, safe work procedures, site rules, emergency procedures and client or Host client requirements that apply to their work;
- using equipment, tools, vehicles, technology, workspaces, safety equipment and personal protective equipment safely, correctly and only where authorised and competent to do so;
- completing required induction, training, certification, sign-in, security and site-access processes before undertaking work where these are required;
- reporting hazards, incidents, injuries, near misses, unsafe conditions, unsafe behaviour, threats, aggressive behaviour, pain, discomfort, fatigue, stress and other health, safety or wellbeing concerns as soon as reasonably practicable;
- participating honestly and constructively in consultation, training, incident reporting, investigations, rehabilitation, corrective action and return-to-work processes where relevant;
- not intentionally interfering with, removing or misusing safety equipment, security systems, signage, emergency equipment, protective devices or health and safety processes;
- ensuring they are fit for work and advising the appropriate person if illness, injury, fatigue, medication, alcohol, drugs, stress or any other factor may affect their ability to work safely;
- raising concerns promptly if they are asked to perform work that appears unsafe, is outside their skills, experience, certification, authority, agreed role, agreed deliverables or safe working capacity;
- cooperating with the Company, clients, Host clients, managers, supervisors, health and safety representatives and other relevant parties to manage health and safety risks.

Unsafe work and good-faith reporting

No person is expected to perform work that they reasonably believe would expose themselves or another person to a serious risk arising from immediate or imminent exposure to a hazard. Where a person believes work is unsafe, they should stop or refuse the unsafe work where permitted by law, move to a safe place where practicable, and notify the appropriate Company, client or Host client contact as soon as reasonably practicable.

No employee, assigned staff member, contractor or other person will be disadvantaged for raising a genuine health and safety concern in good faith, reporting an incident, participating in consultation, or assisting with an investigation. Knowingly false, misleading or bad-faith allegations may be addressed through the appropriate employment, engagement or contractual process.

Consultation, cooperation and coordination

The Company recognises that many health and safety risks connected with our work are shared with or influenced by clients, Host clients, contractors, subcontractors, suppliers, building managers and other parties. The Company will, so far as is reasonably practicable, consult, cooperate and coordinate with those parties to manage overlapping duties and support safe outcomes.

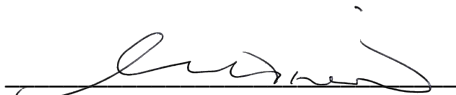
People covered by this policy are encouraged to participate in health and safety matters, raise concerns early, suggest improvements, and contribute to safe, respectful and sustainable working environments.

Review and continuous improvement

This policy and the supporting Health & Safety System will be reviewed at least annually and earlier where required by legislative change, organisational change, significant incidents, audit findings, client requirements, consultation feedback or changes in the nature of the Group's work or risk profile. The Company will seek continual improvement in health and safety performance through consultation, reporting, investigation, corrective action, monitoring, training, review and leadership accountability.

Approval

This policy is approved for use as the Health & Safety Policy for the Alpha Recruitment Group and is intended to be reproduced consistently in the Health & Safety Policy poster and in relevant handbooks, with audience-specific procedures and responsibilities added separately where appropriate.

A handwritten signature in black ink, appearing to read 'Colin Mathieson', written over a horizontal line.

Colin Mathieson (Director)