



WORKPLACE SURVEILLANCE POLICY

This policy outlines the circumstances in which Gongues Constructions Pty Ltd (Gongues Constructions) conducts workplace surveillance of workers.

This Policy constitutes notice to workers of surveillance conducted pursuant to the Workplace Surveillance Act 2005 (NSW).

Senior Management are committed to implementing a safe system of work, establishing measurable objectives and targets to comply with relevant legislation to implement the continuous improvement process and achieve customer requirements including the provision of available resources to achieve the objectives of the NSW Workplace Surveillance Act 2005.

The workplace surveillance policy will be operated fairly, within applicable legislative requirements and only for the purposes for which it is established in the policy, or which are subsequently agreed in accordance with this policy. Access to the surveillance monitoring equipment shall be restricted to authorised workers and will be protected from unauthorised access.

Gongues Constructions conducts camera surveillance, meaning surveillance by means of a camera that monitors and/or records visual images of activities in the workplace.

Gongues Constructions uses closed circuit television (CCTV) to conduct its camera surveillance in all areas of the workplace premises {excluding any toilets, change room or bathing facilities (covert surveillance – being hidden and can only occur in limited circumstances where a covert surveillance authority has been issued in accordance with applicable law)}.

The Company will ensure that cameras are clearly visible and not hidden in any way (overt surveillance – being open and not hidden).

Furthermore, signs will be used to alert both workers and visitors to the areas (including at the entrance to the areas) of the workplace premises which are under camera surveillance. Gongues Constructions will conduct camera surveillance to ensure the security of workers and the Company such as in instances of theft. Any camera surveillance record (such as CCTV footage) may also be used to monitor customer service standards and employee performance, as well as for training purposes.

Gongues Constructions will conduct camera surveillance from the start of the project until the completion, and such surveillance will be conducted on a continuous basis. The surveillance will be conducted for the entirety of the project. The use of certain surveillance devices has the potential to deter vandalism or personal attack and is identified to reduce the safety risks associated with workers and contractors in the workplace and head office premises.

The main objectives are to:

- Deter vandalism and/or a possible physical/verbal assault.
- Reduce the safety risks associated with workers and contractors in the workplace.
- Increase information when conducting investigations.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the Managing Director.

Carlos Gonçalves
Managing Director