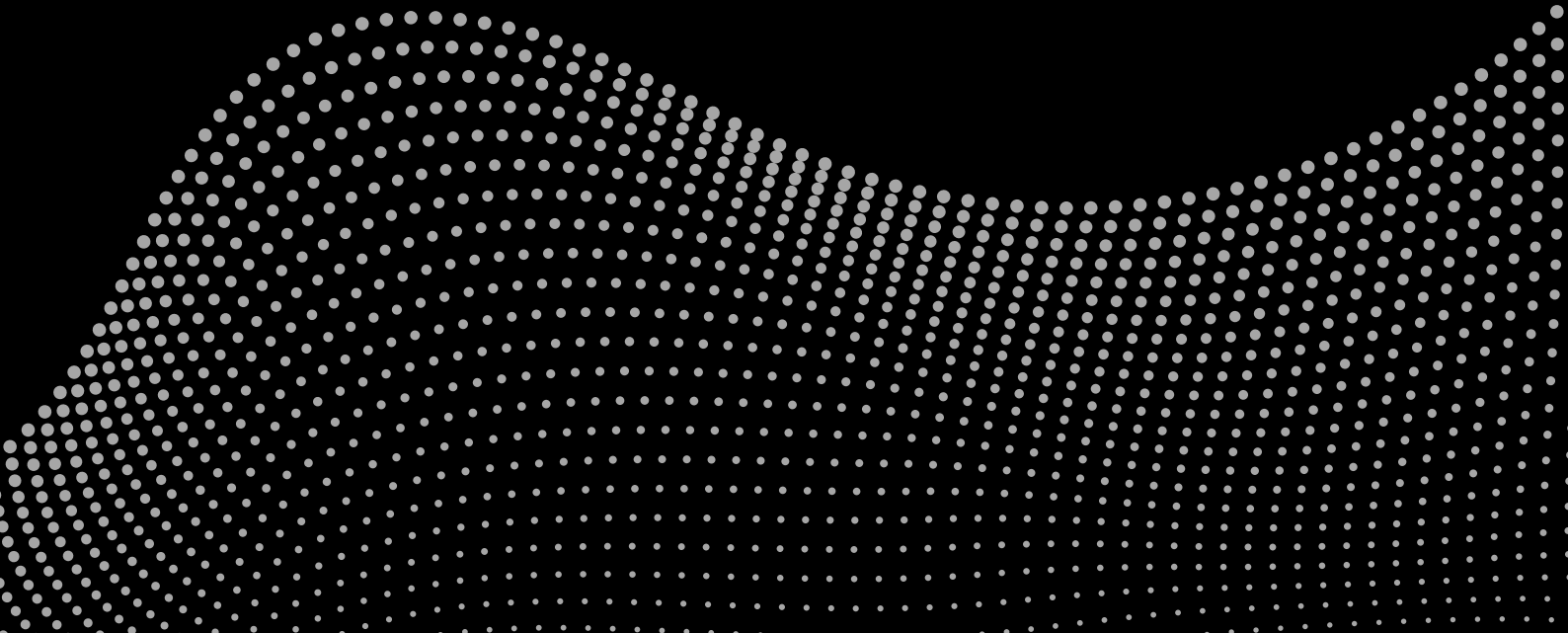




FITNESS FOR WORK POLICY



FITNESS FOR WORK POLICY

1. Purpose

Highlight Security is committed to maintaining a safe, professional and reliable working environment.

Security work requires workers to remain alert, exercise sound judgment, respond appropriately to incidents and perform their duties without creating an unacceptable risk to themselves or others.

This policy establishes Highlight Security's requirements for fitness for work, including matters relating to:

- alcohol and other drugs;
- prescription and non-prescription medication;
- fatigue;
- illness and injury;
- physical and psychological capacity; and
- any other condition that may impair a person's ability to work safely and effectively.

2. Scope

This policy applies to all Highlight Security:

- Directors;
- managers and supervisors;
- employees and casual workers;
- contractors and subcontractors; and
- other persons performing security or related services on behalf of the company.

It applies while a person is:

- performing work for Highlight Security;
- attending a company or client workplace;
- travelling or driving for work;
- participating in training, meetings or work-related functions;
- on call or preparing to commence a shift; or
- wearing a Highlight Security uniform or otherwise representing the company in an operational capacity.

Contractors and subcontractors must ensure that persons they provide to Highlight Security understand and comply with this policy.

3. Definitions

Fit for work

Being physically and mentally capable of safely and effectively performing the duties of the assigned role without creating an unacceptable risk to the worker or any other person.

Impairment

A reduction in a person's ability to perform work safely, attentively or effectively.

Impairment may result from alcohol, drugs, medication, fatigue, illness, injury, psychological distress or another physical or mental condition.

Alcohol and other drugs

Alcohol, illegal drugs, prescription medication, non-prescription medication and any other substance capable of affecting a person's judgment, coordination, behaviour, alertness or ability to perform work safely.

Fatigue

A state of physical or mental tiredness that reduces a person's ability to work safely and effectively. Fatigue may result from inadequate sleep, extended working hours, night work, outside employment, personal circumstances, illness or demanding work.

Reasonable grounds

Objective circumstances that may reasonably indicate that a person is not fit for work. These may include observed behaviour, physical signs, information provided by the worker, a reported concern, an incident or a significant decline in performance.

One sign or observation will not necessarily establish impairment. Management must consider the circumstances as a whole.

4. General Fitness-for-Work Requirement

All workers and contractors must report for duty and remain fit for work throughout their shift.

A person must not commence or continue work where they know, or reasonably ought to know, that their ability to perform their duties safely and effectively is impaired.

Workers must:

- arrive rested, alert and ready to perform their assigned duties;
- take reasonable care of their physical and psychological health;
- comply with lawful and reasonable safety directions;

- promptly report anything that may affect their fitness for work;
- immediately advise management if they become unfit during a shift;
- avoid accepting additional work where doing so would create an unsafe fatigue risk;
- take medication only as directed;
- cooperate with reasonable fitness-for-work assessments; and
- not knowingly allow another person who appears unfit to continue performing safety-sensitive work without reporting the concern.

Security personnel must remain capable of maintaining situational awareness, communicating clearly, making sound decisions and responding appropriately to emergencies and conflict.

5. Alcohol

Workers and contractors must not:

- consume alcohol while on duty;
- report for work affected by alcohol;
- possess or consume alcohol at a client site without express authorisation;
- consume alcohol while driving a company or client vehicle;
- consume alcohol while wearing a Highlight Security uniform in circumstances where they are representing the company; or
- continue working where alcohol consumed before a shift may impair their ability to perform their duties.

Alcohol consumed outside working hours must not affect attendance, performance, behaviour or fitness for a later shift.

A person who believes they may be affected by alcohol must notify their supervisor or management before commencing work and must not perform security duties.

6. Illegal Drugs and Other Prohibited Substances

Highlight Security prohibits the unlawful possession, use, supply, manufacture or distribution of illegal drugs while:

- at work;
- on company or client premises;
- travelling for work;
- using company or client property or vehicles; or
- otherwise representing Highlight Security.

Workers and contractors must not attend or remain at work while affected by illegal drugs or another prohibited substance.

Any suspected illegal activity may be reported to police or another relevant authority where appropriate.

7. Prescription and Non-Prescription Medication

Some prescription and non-prescription medications may affect alertness, coordination, concentration, judgment or reaction time.

Workers are responsible for:

- using medication in accordance with medical or manufacturer instructions;
- understanding any warnings or potential effects relevant to their duties;
- seeking advice from a doctor or pharmacist where uncertain;
- following any medical restrictions; and
- notifying management where medication may affect their ability to perform work safely.

A worker is not generally required to disclose their complete medical history or diagnosis. However, they must provide information about any relevant restrictions or effects where reasonably necessary to manage workplace safety.

Management may temporarily modify duties, remove the worker from safety-sensitive activities or request appropriate medical clearance where reasonably necessary.

Medication must not be shared with another person or used in a manner inconsistent with its instructions.

8. Fatigue

Workers and contractors must take reasonable steps to manage fatigue and obtain adequate rest before commencing work.

Fatigue risks may arise from:

- extended or consecutive shifts;
- night work;
- insufficient breaks between shifts;
- long-distance driving;
- physically or psychologically demanding assignments;
- study or personal commitments;
- outside employment;
- excessive overtime or multiple consecutive shifts;
- illness or disrupted sleep; or
- accepting additional shifts without adequate recovery time.

Workers must notify scheduling, their supervisor or management where:

- they do not believe they can safely perform an assigned shift;
- they have not had adequate opportunity to rest;
- additional hours may create a safety risk;
- outside employment has affected their readiness for duty; or

- they become excessively fatigued during a shift.

Managers and supervisors must consider fatigue when allocating shifts and should avoid rostering arrangements that create an unreasonable risk to health and safety.

A worker must not knowingly provide false or misleading information about hours worked for another employer where that information is reasonably required to assess fatigue risk.

9. Illness, Injury and Psychological Health

Workers must not attend or remain at work where an illness, injury or psychological condition prevents them from safely performing the inherent requirements of their role.

Workers must promptly advise management of any relevant:

- physical restriction;
- temporary incapacity;
- communicable illness that may create a workplace risk;
- psychological condition affecting safe work;
- medical restriction;
- change in circumstances affecting an existing adjustment; or
- injury sustained at or outside work that may affect their duties.

Workers are not required to disclose more personal medical information than is reasonably necessary to manage safety, attendance and work capacity.

Where practicable, Highlight Security may consider reasonable workplace adjustments or temporary suitable duties, having regard to:

- the worker's capacity;
- the inherent requirements of the role;
- medical advice;
- client requirements;
- operational needs; and
- workplace health and safety obligations.

Where urgent medical attention is required, emergency services or other appropriate assistance must be contacted.

10. Fitness Requirements for Security Duties

Certain security assignments may require workers to:

- stand or walk for extended periods;
- conduct patrols;
- respond to emergencies;
- communicate clearly by radio or telephone;

- work alone or at night;
- manage conflict or challenging behaviour;
- drive a vehicle;
- use stairs or access difficult locations;
- maintain concentration for extended periods; or
- perform other physical or safety-sensitive tasks.

Workers must advise management if they cannot safely perform a material requirement of an assigned role.

Highlight Security may require evidence of fitness or capacity where:

- there are reasonable concerns about a worker's ability to safely perform their duties;
- a worker is returning after an injury or extended illness;
- medical restrictions have been identified;
- the role has specific safety-sensitive requirements; or
- medical clearance is reasonably required by law, the client or the nature of the assignment.

Any assessment must be relevant to the person's duties and handled respectfully and confidentially.

11. Reporting Personal Fitness Concerns

A worker who believes they may be unfit for work must:

1. Notify their supervisor, scheduling contact or management as soon as reasonably possible.
2. Not commence or continue safety-sensitive duties.
3. Provide relevant information about their functional limitations or safety risk.
4. Follow reasonable directions regarding removal from duty, medical assessment or clearance.
5. Avoid driving if they are affected by alcohol, drugs, fatigue, illness or medication.
6. Cooperate with arrangements for safe transport where required.

Good-faith self-reporting will not, by itself, be treated as misconduct.

This does not prevent Highlight Security from managing attendance, repeated unavailability, policy breaches or performance concerns through an appropriate process.

12. Reporting Concerns About Another Person

Workers and contractors must promptly report where they reasonably believe another person may be unfit for work and could create a safety or operational risk.

Concerns may be reported to:

- the on-duty supervisor;
- the relevant manager;
- a Highlight Security Director; or
- **admin@highlightsecurity.com.au.**

Reports must be based on genuine safety concerns and not used to harass, discriminate against or make malicious allegations about another person.

A worker should not physically confront another person unless immediate action is reasonably necessary to prevent harm. Where possible, the matter should be referred to a supervisor or management.

13. Management Response

Where management reasonably believes a person may not be fit for work, it may take steps including:

1. Assessing any immediate safety risk.
2. Directing the person to stop work or not commence duty.
3. Speaking privately with the person about the observed concern.
4. Arranging relief or replacement personnel.
5. Removing the person from safety-sensitive duties.
6. Arranging safe transport from the workplace where necessary.
7. Requesting medical advice or clearance where reasonable.
8. Recording relevant observations and actions.
9. Investigating whether a breach of this policy has occurred.
10. Implementing temporary restrictions, adjustments or suitable duties.
11. Taking disciplinary or contractual action where justified.

Where management reasonably believes a person may be impaired or otherwise unfit to drive safely, Highlight Security will take reasonable steps to arrange appropriate transport from the workplace.

Management should seek emergency assistance where the person's condition presents an immediate medical or safety risk.

14. Safe Transport

Where a worker is removed from duty because they may be impaired or unfit for work, Highlight Security may take reasonable steps to arrange safe transport.

Options may include:

- collection by a family member or nominated support person;
- taxi or rideshare transport;
- ambulance or medical assistance; or
- another safe arrangement appropriate to the circumstances.

The worker must not operate a vehicle where management reasonably believes it would be unsafe for them to do so.

15. Confidentiality and Privacy

Fitness-for-work and medical information will be handled sensitively and shared only with persons who reasonably require it to:

- assess work capacity;
- manage workplace safety;
- arrange suitable duties or adjustments;
- investigate a possible policy breach;
- meet legal, insurance or client obligations; or
- respond to an emergency.

Managers and supervisors should generally be informed only of the restrictions, adjustments and safety information necessary to manage the worker's duties.

Records must be stored securely and retained in accordance with applicable privacy and recordkeeping requirements.

16. Responsibilities

Directors and Management

Highlight Security's Directors and management are responsible for:

- approving and supporting this policy;
- ensuring it is communicated to workers and contractors;
- providing appropriate reporting arrangements;
- responding to fitness-for-work concerns consistently;
- managing confidential information appropriately;
- considering fatigue when planning work;
- arranging appropriate investigations where required; and
- reviewing this policy and associated practices.

Managers and Supervisors

Managers and supervisors are responsible for:

- monitoring operational safety and worker readiness;
- taking concerns about impairment or fatigue seriously;
- directing an unfit worker to stop or not commence work where necessary;
- arranging replacement personnel and safe transport where appropriate;
- documenting relevant observations and actions;
- avoiding assumptions based solely on disability, appearance or a medical condition;
- maintaining confidentiality; and
- escalating serious concerns to a Director or management.

Workers and Contractors

Workers and contractors are responsible for:

- reporting fit and ready for duty;
- managing their health, medication, rest and outside commitments responsibly;
- notifying management of relevant fitness limitations;
- not performing work while impaired;
- reporting genuine concerns about another person's fitness for work;
- following reasonable safety directions;
- cooperating with assessments and investigations; and
- complying with this policy and related site requirements.

17. Breaches of This Policy

Potential breaches will be assessed having regard to the nature and seriousness of the conduct, the safety risk involved and the surrounding circumstances.

A breach may result in:

- counselling or further instruction;
- fatigue-management or other safety controls;
- additional training;
- temporary removal from an assignment;
- a requirement to provide medical clearance;
- formal disciplinary action;
- suspension from duties;
- termination of employment or engagement; or
- referral to police, SLED or another relevant authority where appropriate.

Serious misconduct may result in termination without notice, subject to an appropriate investigation, a fair process and applicable law.

A person will not be disciplined merely because they have a medical condition, disability or have honestly reported that they are unfit for work. Action may nevertheless be taken where safety requirements, attendance obligations, lawful directions or the inherent requirements of the role cannot be met.

18. Questions and Reporting

Questions or concerns about this policy may be directed to:

- the worker's supervisor or manager;
- a Highlight Security Director; or
- **admin@highlightsecurity.com.au**.

Where a concern involves the person who ordinarily receives reports, it may be raised with another Director who is not involved.

19. Related Documents

This policy should be read with:

- Highlight Security Code of Conduct;
- Workplace Health and Safety Policy;
- Human Rights Policy;
- Bullying, Harassment and Discrimination Policy;
- Incident, Injury, Hazard and Near-Miss Reporting Procedure;
- applicable client site instructions; and
- employment or contractor requirements relevant to the assignment.

20. Policy Review

This policy is owned by the Managing Director and approved by the Directors of Highlight Group Pty Ltd.

It will be reviewed at least every two years or earlier following:

- legislative or regulatory changes;
- a significant fitness-for-work incident;
- changes to company operations;
- client or industry requirements; or
- the identification of a gap in the policy.

This policy does not form part of any person's contract of employment or engagement and may be amended by Highlight Security from time to time.

Signed



Name

Ertaza Arif

Title

Managing Director

Date

01/08/2026



HIGHLIGHT GROUP PTY LTD
ADMIN@HIGHLIGHTSECURITY.COM.AU
0430 072 103
NSW M/L: 000109359