

Name	Education Assistance Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-006
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
Date Approved	FINAL	Location	SharePoint URL

1. Purpose

- 1.1. PEER strongly supports and encourages all employees to undertake formal study or education and is committed to providing support in the development of relevant skills and the attainment of business related qualifications.

2. Policy Scope

- 2.1. This policy applies to employees of PEER, who have successfully completed their employment probationary period or as specified within the applicable industrial instrument.

3. Policy Principles

- 3.1. Employees wanting to undertake formal study or education may apply for educational assistance prior to enrolling in the course. Applications will be considered in light of the following factors for non-apprentice employees:
 - That the employee's performance against objectives is satisfactorily on track or above expectations
 - That the course of study is considered appropriate and directly relevant to the employee's career development i.e. their current position or foreseeable career with PEER.
- 3.2. For apprentice employees the following factors will be considered when reviewing requests for educational assistance:
 - The relevance of the course to the apprentice's career field
 - The impact the apprentice completing the course may have on the host employer
 - The duration of the course
 - Any pre-vocational, pre-apprenticeship training already completed by the employee
 - The apprentices progress and level of achievement within their apprenticeship (it is expected that the apprentice would have completed all units of competency of their apprenticeship before undertaking additional training)
 - That all profiling requirements be up-to-date
- 3.3. Applications and approvals are made on an annual basis i.e. pre-approval for an entire course that exceeds one year in duration is not permitted.
- 3.4. Assistance will not be provided retrospectively, that is, if the employee completes a course but does not request education assistance until after completion, they will not be able to claim assistance for that course.
- 3.5. In cases where further education or training is required as a condition of employment with PEER all of the associated training costs will be paid directly by the business.

4. Policy Detail

4.1. Types of Education Assistance for Non- Apprentice Employees

- 4.1.1. If an employee's application is approved, education assistance may be provided for non-apprentice employees in the form of study leave and/or financial assistance.
- 4.1.2. Study Leave is leave for the purposes of study and/or attending the examination taken as follows:
 - paid 'study/exam days' up to a maximum of 1 day per subject annually*, which may be reviewed in exceptional circumstances.
 - paid annual leave where accrued (requires approval)

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- untaken study leave will not accrue from year to year
- 4.1.3. Financial assistance is reimbursement of 50% of costs associated with the course, registration, student association fees and compulsory textbooks to be paid as follows:
 - following the employee's demonstration that they have achieved at least a pass mark in each subject for which reimbursement is claimed.
 - up to a maximum of \$3,000 may be payable in one financial year
- 4.1.4. - untaken study leave will not accrue from year to year

4.2. Education Assistance for Apprentice Employees

- 4.2.1. Assistance for apprentices shall be provided in accordance with the relevant industrial instrument currently the PEER Apprentice and Trainee Enterprise Agreement 2026 (or any subsequent agreement).
- 4.2.2. Apprentices will be paid study leave only (during normal working hours) for pre-approved educational assistance.
- 4.2.3. Base wages only will be paid for study leave (not travel or meal allowances etc.)
- 4.2.4. A maximum of five working days study leave will apply.
- 4.2.5. No overtime will be paid for a course undertaken out of normal working hours.

5. Application Process

5.1. Non- Apprentice Employees

- 5.1.1. An employee wishing to apply for Education Assistance can apply by completing the Education Assistance Request Form and submitting this to their people leader. When approved, it then must be forwarded to the C.E.O or delegate for approval and then forwarded to the People & Culture team.
- 5.1.2. An application is required for each 12-month period of the relevant course, prior to course enrolment and commencement.

5.2. Apprentice Employees

- 5.2.1. Apprentices will discuss with the Apprentice & Trainee Supervisor (ATS) to determine the suitability of the course and timing and consult with the Host Employer to ensure that this extra training does not cause an unacceptable level of disruption to the "on the job" training.
- 5.2.2. The ATS will seek approval from the Manager, Apprentice & Trainee Services. Once approved, the Apprentice may enrol into the course and pay any associated course fees, for which the apprentice will remain solely responsible.

6. Documentation Requirements and Claim Process

6.1. Non- Apprentice Employees

- 6.1.1. In order to submit a claim for pre-approved education assistance for a non-apprentice employee the following must be provided:
 - Evidence of a 'pass' or better, mark for each subject for which reimbursement is claimed.
 - Evidence of enrolment for any study leave claimed
 - Receipts to substantiate expenses being claimed i.e. tuition fees, textbooks etc.

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- Education Assistance Claim form (completed with the employee's name, relevant details for the claim and signed initially by their Manager)
- All documents then need to be forwarded to the C.E.O. or delegate for approval, with the People & Culture to be copied on the email. The authorised form along with receipts will be forwarded to payroll for processing. Money is deposited into the employee's bank account in their regular pay.

6.2. Apprentice Employees

- 6.2.1. Documentation requirements for apprentices are as specified within relevant industrial instrument.
- 6.2.2. On successful completion of the course, the Apprentice will provide a copy of the Certificate for their PEER personnel file.
- 6.2.3. Should the Apprentice not complete the course successfully, any future attendances for this course must be completed in the Apprentices own time.

7. Employee Obligations on Resignation

- 7.1. Should an employee resign from PEER within one year of receipt of any educational assistance financial reimbursement, then that money must be repaid to PEER on termination of employment.

8. Adherence to this Policy

- 8.1. If you breach this Policy you may face disciplinary action, including the termination of your employment.
- 8.2. You also have a responsibility to immediately report any breaches or suspected breaches by others to your immediate manager or another appropriate Manager within the business. All reports will be kept confidential and no employee will be disadvantaged or prejudiced by reporting in good faith a breach or suspected breach of a law, regulation, or of this Policy.

Name	Apprentice Roll Over Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-005
Owner	General Manager - People & Culture	Approver	Executive
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1. Purpose

- 1.1. This policy and procedure outlines the criteria, provisions and accessibility to the Apprentice Roll Over Program.

2. Policy Statement

- 2.1. This policy applies to all PEER Apprentices only. This does not apply to PEER Trainees.
- 2.2. This policy is to be read in conjunction with the relevant Clause in the Apprentice and Trainee Enterprise Agreement 2026, including any subsequent agreements

3. Definitions

- 3.1. **Roll Over Date** means the anniversary date of when the Contract of Training (COT) was entered into and progressing into the next year of the apprenticeship.
- 3.2. **Contract of Training** is an agreement that outlines the obligations of the employer and the apprentice/trainee to undertake and complete training that leads to a nationally recognised qualification. It is registered with the relevant State or Territory Training Authority (which in South Australia is the South Australian Skills Commission).
- 3.3. **Performance Improvement Plan (PIP)** is a formal document to help an employee improve their performance when they have not met expected standards. It clearly outlines areas of concern, the improvements required, and the support and time frame provided to help the employee succeed.
- 3.4. **A Disciplinary Process** is a structured process to address employee conduct, behaviour, or performance that does not meet organisational standards or policies. When this process results in a formal warning, it means the employee has been officially notified that their actions or performance are unsatisfactory.
- 3.5. **Profiling** is the process of recording an electrical apprentice's workplace tasks and experience to confirm they are developing the required skills across the trade.
- 3.6. **Apprentice** means an employee of PEER who has entered into and is employed under a registered Contract of Training (COT) in accordance with the *South Australian Skills Act 2008* for the purpose of obtaining a trade qualification through a combination of employment and structured training.
- 3.7. **Trainee** means an employee who has entered into a Contract of Training (COT) in accordance with the *South Australian Skills Act 2008* to undertake an

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approved traineeship that combines paid employment with structured, competency-based training leading to a nationally recognised qualification.

4. Policy Principles

- 4.1. As part of an Apprentice Contract of Training, PEER provide apprentices with opportunities across Trade School, Host Placements, mentoring and support to successfully complete their apprenticeship.
- 4.2. PEER provide apprentices with information, tools and optimal training pathways to meet their obligations under their Contract of Training. This includes ensuring completion of all relevant units of competence and lodgment of profiling records of activity (electrical only) for each year of their apprenticeship.
- 4.3. PEER acknowledge it provides an adult learning environment to ensure it provides opportunities to be job ready at the conclusion of the apprenticeship. It is therefore the responsibility of the apprentice to apply for payment and provide evidence of eligibility within the required timeframe for this program. Apprentices will not be entitled to the payment unless they have submitted the application required under this Policy within the required timeframe.

5. Policy Detail

- 5.1. Upon roll over for each year level of an apprenticeship, subject to the performance & qualifying criteria as specified in clause 6 of this Policy, apprentices may be eligible for the following payments:
 - 1st year roll over - \$500.00
 - 2nd year roll over - \$1000.00
 - 3rd year roll over - \$1500.00
- 5.2. In order to obtain the payment specified in clause 5.1, the apprentice must complete the Roll Over Program form within 60 days of the roll over date, with supporting evidence of the successful completion of all applicable trade-school units and profiling for that year level (as recorded in Campus and Exemplar). [The link to the form will be emailed to the apprentice.](#) Failure to do so within this timeframe may result in the apprentice not receiving the roll over payment for that year.
- 5.3. The completed form and any supporting documentation will be reviewed by the Apprentice & Trainee Supervisor (ATS) and Manager, Apprentice & Trainee Services for approval.

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- 5.4. Following approval of the application, the applicable payment will be made in the following pay period, subject to applicable tax and superannuation.
- 5.5. Should the application not be approved, a dispute may be lodged as per Clause 7.

6. Criteria to support approval process

- 6.1. The approval of the roll over program payment will be subject to the following criteria being met:
 - 6.1.1. Competently complete all required trade school units (theory and practical) for each year of their apprenticeship prior to the Roll Over Date as per the negotiated training plan that has been signed off at the commencement of the training contract (example in Appendix A).
 - 6.1.2. Accurately lodged all required profiling records of activities for each year of their apprenticeship (electrical only) prior to the roll over date of their Contract of Training.
 - 6.1.3. The apprentice must not have received a formal warning as part of a disciplinary process in the 12 months prior to the Roll Over Date or be on an active Performance Improvement Plan (PIP) as of the Roll Over Date.
 - 6.1.4. The apprentice has not had more than five (5) days leave without pay (LWOP) in the past 12 months. Approved LWOP as a result of the Christmas Shut Down Period, unpaid parental leave or leave associated with Compassionate/Bereavement leave shall not be considered as part of the five (5) days for the purpose of this provision.
 - 6.1.5. The apprentice has successfully read, understood and signed off on any applicable PEER policies via the Campus system (or any other system utilised) within six (6) weeks of receiving the task. Reminders will be sent if the task remains outstanding two (2) weeks before the due date and this clause is subject to PEER computer systems functionally working.

7. Dispute Resolution Process

- 7.1. In the event that the application did not meet all of the criteria specified in Clause 6, the apprentice may apply for a review of their case.
- 7.2. The apprentice must complete the Dispute Resolution form providing details and evidence to support their appeal.
- 7.3. The Dispute Resolution Committee will meet monthly to review any pending appeals. All cases will be reviewed on a case-by-case basis, and the decision will be provided in writing within 5 working days of the decision.

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8. Responsibilities

8.1. Apprentices & Trainee Supervisors (ATS)

- 8.1.1. Provide up to date information six (6) months into the apprentice year on progression.
- 8.1.2. Provide reminders at the apprentice/trainee check ins on the policy and criteria
- 8.1.3. Provide support and mentoring, including potential solutions where issues may arise that is preventing completion of requirements (ie Host Employer issues, Trade School bookings/progression)
- 8.1.4. Review the application form and provide recommendation for approval to the Manager, Apprentice & Trainee Services

8.2. Apprentices

- 8.2.1. Actively work towards completion of units of competence and e-profiling (electrical only) utilising information in Campus & Exemplar to ensure on track for completion within each year level of apprenticeship. This includes planning in advance for practical bookings.
- 8.2.2. Understand criteria that will be assessed against for application.
- 8.2.3. Complete form and provide evidence within 60 days of roll over date for application for roll over payment.

9. Related Policies and Documents

- Code of Conduct Policy
- Internal Grievance Policy & Procedure
- Unsatisfactory Performance and Behaviour Policy
- Apprentice and Trainee Enterprise Agreement 2026

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Appendix 1 – Standard Apprentice Units of Competence

This is an example of the training plan. Apprentices negotiate an individual training plan at commencement of their training contract.

Electrical

Year Level	Unit
1	ITTS (Intro to Trade School) UEECD0007 UEECD0019 UEECD0020 UEECD0051 UEECD0046 UEECD0044 UEEEL0023
2	UEEEL0021 UEEEL0019 UEEEL0020 UEEEL0024 UEEEL0025
3	UEEEL0008 UEEEL0009 UEEEL0010 UEEEL0003 UEEEL0047 UEEEL0018 UEEEL0005 UEEEL0014 UEECD0016
4	UEEEL0012 UEEEL0039

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Refrigeration

Year Level	Unit
1	ITTS (Intro to Trade School) UEECO0010 UEERE0001 UETDRMP007 (Elective) HLTAID009 (Elective) CPCWHS1001 (Elective) UEECO0002 (Elective) UEECD0007 UEECD0019 UEECD0020 UEECD0051 UEERL0001 / UEERL002 (Cluster) UEERA0059
2	UEERA0036 UEERA0035 UEERA0042 UEERA0092 UEERA0050 UEERA0079 / UEERA0062 (Cluster) UEECD0016 UEERA0005 / UEERA0006 (Cluster)
3	UEERL0004 UEERL0005 UEERA0031 UEERA0044 / UEERA0045 (Cluster) UEERA0081 UEERA0073 (Elective) UEERA0069 (Elective)
4	UEERA0053 / UEERA0052 (Cluster) UEERA0051 UEERA0094

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Plumbing

Year Level	Unit
1	ITTS (Intro to Trade School) CPCPCM2041 CPCPCM2039 CPCPCM2043 HLTAID011 CPCCWHS1001 (Elective) CPCCWHS2001 (Elective) CPCPCM2045 / CPCPCM2046 (Cluster) CPCPCM2054 CPCPCM2052 / CPCPCM2053 / CPCPCM2049 (Cluster - Electives) CPCPCM2055 / CPCPCM2012 (Cluster) CPCPDR2025 / CPCPDR2026 (Cluster) CPCPCM3024 CPCPCM2040 CPCPCM2047 / CPCPDR3021 (Cluster) CPCPCM3025 RIIHAN301E RIIWHS202E
2	CPCPDR3023 CPCPSN3025 CPCPIG3021 CPCPCM3023 / CPCPWT3021 / CPCPWT3022 (Cluster) CPCPDR2021 CPCPWT3020 / CPCPWT3025 / CPCPRF2023 (Cluster) CPCPCM3022 CPCPWT3024 CPCPWT3028 / CPCPWT3029 (Cluster) CPCPSN3011 / CPCPCM3021 (Cluster) CPCPRF3022 / CPCPRF3023 / CPCPRF3024
3	CPCPWT3026 CPCPFS3031 CPCPGS3056 / CPCPGS3051 / CPCPGS3055 (Cluster – 3055 is an Elective) CPCPGS3054 / CPCPGS3049 / CPCPGS3053 / CPCPGS3061 / CPCPGS3052 (Cluster - 3052 is an elective)

Apprentice Roll Over Policy



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	CPCPGS3059 / CPCPGS3048 (Cluster) CPCPWT3027 (Elective) CPCPWT4022 (Elective)
4	It is preferable NOT to have any trade school scheduled in the 4th year to allow for on the job training.

Name	Dress Code Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-004
Owner	General Manager - People & Culture	Approver	Executive
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1. Purpose

- 1.1. This policy outlines the requirements for the wearing, maintenance, and presentation of uniforms and personal protective equipment (PPE) for employees. It aims to ensure that all employees present a professional image consistent with organisational standards and maintain safety standards at all times.

2. Policy Statement

- 2.1. This policy applies to all permanent, fixed term and casual employees of PEER, including Apprentices and Trainees.
- 2.2. This policy is to be read in conjunction with the relevant Clause in the Apprentice and Trainee Enterprise Agreement 2025 or the Trainers and Assessors Enterprise Agreement 2024, including any subsequent agreements.

3. Definitions

- 3.1. A **worker** is any individual who carries out work for a PCBU, whether as an employee, contractor, subcontractor, apprentice, trainee, or volunteer.
- 3.2. **Personal Protective Equipment (PPE)** is any clothing or equipment a worker uses or wears to minimise health and safety risks.
- 3.3. A **trade-based employee** refers to any worker engaged in the delivery, assessment, supervision, or performance of trade-related activities. This includes apprentices, trainees, trainers, assessors, and workshop employees involved in practical or hands-on trade work.

4. Policy Principles

- 4.1. All trade-based roles must wear the approved uniform and any required PPE while performing work duties.
- 4.2. Corporate and office-based employees may choose to wear either the supplied corporate uniform, or their own professional business attire provided it aligns with the standards outlined in this policy. This includes appropriate PPE when entering workshops and building sites.
- 4.3. A consultative committee representing apprentices, trainees, corporate staff and WHS will meet at a minimum annually to review the selection and choices of approved uniform items to ensure it meets required safety standards, fit, and comfort.

5. Policy Detail

5.1. Apprentices & Trainees

- 5.1.1. Apprentices & Trainees are required to wear the designated trade uniform, which includes branded work shirts, work pants, outerwear and approved safety footwear.
- 5.1.2. All uniform items must be clean, well maintained in accordance with manufacturer's care instructions and/ any relevant standards and remain fit for purpose.
- 5.1.3. PPE including but not limited to safety glasses, gloves, hearing protection and hard hats must be worn in accordance with site specific or task specific risk assessment requirements.
- 5.1.4. Apprentices and trainees will be provided with the designated uniform and PPE upon commencement with PEER and receive an annual allocation throughout the duration of their apprenticeship.
- 5.1.5. Electrical Apprentices will be supplied with Lock Out Kits as part of their PPE allocation.

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- 5.1.6. Apprentice & Trainee Supervisors (ATS) will carry a supply of PPE during site visits to support compliance and safe work practices.
- 5.1.7. For any uniform or PPE that does not fit properly, is uncomfortable, or falls outside of the standard allocation, apprentices/trainees must contact their ATS for assistance.
- 5.1.8. Uniforms must not be altered or worn in a way that compromises safety or professionalism.

5.2. Corporate Staff

- 5.2.1. Trainers & Assessors (and any other identified staff that require specific uniform) must wear designated trade uniform, including branded shirts, work pants, outerwear and approved safety footwear.
- 5.2.2. Office-based employees who choose to wear the corporate uniform will be provided with a selection of uniform items appropriate to their role.
- 5.2.3. Uniforms must be clean, well-maintained, and worn complete without mixing non-uniform items, unless approval has been granted
- 5.2.4. Replacement of worn or damaged uniform items can be requested through People & Culture.

5.3. Dress for Day Guidelines

- 5.3.1. Employees who are not required to wear specific uniform should dress in a manner that is professional and appropriate for their role:
 - when meeting clients, partners, or external stakeholders
 - Smart casual on days with no external meetings or events
- 5.3.2. Acceptable clothing includes:
 - Collared shirts, blouses or neat tops
 - Dress pants, skirts or tailored trousers
 - Modest length dresses
 - Smart shoes or clean sneakers
- 5.3.3. Unacceptable clothing include:
 - ripped jeans
 - active wear or gym clothing
 - thongs or singlets
 - clothing with offensive logos, slogans or graphics

5.4. Presentation Standards

- 5.4.1. Clothing must be clean, neat and in good repair.
- 5.4.2. Personal grooming and hygiene must be of a professional standard.
- 5.4.3. Accessories, tattoos and hairstyles should be appropriate to the workplace, must not cause distraction or offence and comply with WHS and site safety requirements.
- 5.4.4. Employees are responsible for laundering and maintaining their uniforms in good condition. Damaged or worn uniforms should be reported to your ATS or People Leader.
- 5.4.5. Lost or negligently damaged items may be replaced at the employee's expense.
- 5.4.6. Uniforms should only be worn during working hours or when representing the organisation in an official capacity.

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6. Personal Protective Equipment

6.1. Prescription Safety Glasses

6.1.1. Corporate employees who are required to use prescription safety glasses to safely perform their work duties will be reimbursed for the actual expenses incurred, subject to the following conditions:

- Re-imbusement is capped at \$200.00 per employee per claim, up to a maximum of one (1) claim every 12 months.
- Reimbursement will only be made for actual costs incurred and after a paid invoice has been submitted to PEER with sufficient proof of purchase.
- Employees must provide evidence that the lenses and/or frames comply with Australian Standards.

6.1.2. Apprentice & Trainees who are required to use prescription safety glasses to safely perform their work duties will be reimbursed for the actual expenses incurred, subject to the following conditions:

- Re-imbusement is capped at \$400.00 per apprentice/trainee per claim, up to a maximum of \$800.00 over their apprenticeship (Trainees capped at \$400.00)
- Reimbursement will only be made for actual costs incurred and after a paid invoice has been submitted to PEER with sufficient proof of purchase.
- Employees must provide evidence that the lenses and/or frames comply with Australian Standards.

6.2. Issuing of Personal Protective Equipment

6.2.1. All issued personal protective equipment (PPE) must be correctly used and maintained for safe use. PPE must be:

- selected based on workplace hazards, risk assessments, and task requirements.
- fitted and suitable for each worker.
- regularly inspected, cleaned, and maintained.
- used in accordance with training, WHS requirements, and site-specific instructions.

6.2.2. Decisions regarding the selection and introduction of PPE must involve consultation with affected employees.

- identifying the need for new or replacement PPE
- assessing suitability, comfort, and fit for individual workers
- reviewing risks associated with specific tasks or work environments
- providing input on correct usage, maintenance, and disposal

6.2.3. Consultation should be documented, and feedback from employees must be considered in final PPE decisions to ensure both compliance and worker safety.

6.2.4. All workers should receive adequate training for its correct fit, selection, use, maintenance and disposal.

6.2.5. Equivalent standard PPE may be substituted. Any additional PPE outside this list will require WHS approval and consultation for its addition to the approved list.

7. Responsibilities

7.1. People Leaders / Apprentices & Trainee Supervisors (ATS)

7.1.1. Ensure all employees, apprentices, and trainees are aware of this policy and its implications.

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- 7.1.2. Monitor compliance with the policy and take appropriate action in the event of a breach.
- 7.1.3. Coordinate alternative uniform/PPE options if required for specific requests.
- 7.1.4. Ensure adequate replacement of uniform/PPE on roll over and/or as required.

7.2. People and Culture Team

- 7.2.1. Develop and maintain this policy in line with legislative and organisational requirements.
- 7.2.2. Provide resources and support to employees, apprentices and trainees.
- 7.2.3. Arrange uniform/PPE ordering process upon commencement of employment
- 7.2.4. Manage & coordinate the Dress Code Committee, WHS recommendations and approved uniform and PPE lists.

7.3. Employees

- 7.3.1. Comply with the policy, including presentation and maintenance of uniform/PPE.
- 7.3.2. Order & collect new uniform/PPE on roll over as required.
- 7.3.3. Contact People Leader or ATS if standard uniform/PPE does not fit properly or comfortably to arrange alternative options.
- 7.3.4. Contact People leader or ATS if uniform or PPE has a fault to arrange a replacement

8. Related Policies and Documents

- Internal Grievance Policy and Procedure
- Performance Management Policy
- WHS Policy
- Unsatisfactory Performance and Behaviour Policy
- Apprentice and Trainee Enterprise Agreement 2026
- Trainers and Assessors Enterprise Agreement 2024
- SA Work Health Safety Act 2012
- SA Work Health Safety Regulations 2012



Tool Agreement

As a participant in the **Shipbuilding Employment Pathway (SEP)**, I acknowledge and agree to the following responsibilities regarding the tools provided to me (see Attachment 1 for itemised list):

1. **Tool Care and Responsibility**

I understand that I am responsible for the proper care and maintenance of all tools provided to me. I agree to use all tools appropriately and store them securely when not in use.

2. **Loss or Damage**

I understand that if any tools are lost, damaged, or rendered unusable, I will be required to replace or repair the tools at **my own cost**.

3. **Return of Tools**

If I leave the apprenticeship program **prior to completion**, I agree to return all tools issued to me **in good condition**. Failure to return the tools may result in further action, including financial reimbursement for missing or damaged items.

4. **No Substitution of Tools**

I understand that I may **not substitute, replace, or modify any tools** provided to me **without prior written approval from PEER**.

By signing below, I _____ confirm that I have read, understood, and agree to the terms outlined in this agreement.

Apprentice Name:

Apprentice Signature:

Date:

PEER Representative Signature:

Date:

Attachment 1 – Tool List

Mechanical

- Hammer Club 3lb/1.35kg Fibreglass, Rubber Grip
- Tape Measure 8mx25mm Magnetic
- Hacksaw 300mm/12" W/ 45deg Angle, High Tension
- Marker Permanent 4pc Fine Point Black Inkzall
- Marker Pen Permanent 4pc Ultra Fine Point Black Inkzall
- Square Rafter 180mm Aluminium, Metric
- Modular Backpack 400x300x400mm Packout
- Marker Permanent Liquid Paint White Inkzall
- Level Spirit Torpedo 150mm 3 Vials Magnetic
- Plier Locking Set 2pc 170mm, 254mm Curved Jaw Soft Grip
- Screwdriver Set 7pc VDE Slim 4xSL, 2xPH, 1xTester
- Spanner Set 7pc Combo Met
- Wrench Adjustable Set 2pc 152&254mm
- Pry Bar Set 4pc 203mm, 305mm, 457mm, 610mm
- Hook & Pick Set 4pc
- Knife Snap Blade 18mm With Metal Lock, 1xBlade
- Key Set Hex 30pc Met/AF Long&Short
- Level Spirit Mini 100mm 1 Vial Magnetic
- Hammer Dead Blow 33oz/940g Fully Moulded Rubber Handle
- Hammer Ball Pein 24oz/680g Steel Handle, Rubber Grip
- Tinsnip Offset Set 2pc Aviation L/R, Black Edition
- Tinsnip Straight 248mm Aviation
- Plier Multigrip 2pc Set 250/300mm, Handle Soft Grip
- Square Carpenter 600x400mm Aluminium Blue
- Plier Linesman 200mm 1000V, Crimper, Soft Handle
- Socket Set 1/2" Dr 31pc Met/AF 8-30mm 3/8-1 1/16 SD Fabrication

Fabrication

- Screwdriver Set 6pc 4xSL, 2xPH, Softgrip
- Plier Linesman 230mm Crimper, Soft Handle
- Plier Long Nose 200mm Handle Soft Grip
- Level Spirit Torpedo Block 3 Vials Adjust Angle Magnet
- Hammer Club 3lb/1.35kg Fibreglass, Rubber Grip, Milled
- Square Carpenter 600x400mm Aluminium
- Tape Measure 8mx25mm Magnetic
- Hacksaw 300mm/12" W/ 45deg Angle, High Tension

- Marker Permanent 4pc Fine Point Black Inkzall
- Marker Permanent Liquid Paint White Inkzall
- Marker Pen Permanent 4pc Ultra Fine Point Black Inkzall
- Square Rafter 180mm Aluminium, Metric
- Plier Multigrip 2pc Set 150mm, 250mm, Handle Soft
- Modular Backpack 400x300x400mm Packout
- Tinsnip Straight 250mm Aviation
- Tinsnip Offset Set 2pc Aviation Left & Right
- Plier Locking Set 2pc 250mm Curved, 150mm Long Nose
- Wrench Adjustable Set 2pc 152&254mm
- Knife Snap Blade 18mm With Metal Lock, 1xBlade
- Key Set Hex 30pc Met/AF Long&Short
- Hammer Ball Pein 16oz/450g Steel Handle, Rubber Grip
- Hammer Dead Blow 32oz/900g Fully Moulded Handle
- Level Spirit Mini 100mm 1 Vial Magnetic
- Chisel Cold 1"/25mm x 250mm
- Centre Punch 4 x 3/8" x 100mm Cr-V
- Punch Pin Long 4 x 3/8" x 150mm Cr-V
- Rule Engineers 150mm/6" x 15mm, S/Steel
- Rule Engineers 600mm/24" x 28mm, S/Steel
- Scriber Double Ended 250mm Straight & 90deg Point
- Multi Tool Plier 15in1 Stainless Steel

Electrical

- Drill Driver Kit 2pce
- Level Torpedo Billet 150mm
- Tape Measure 8m Magnetic
- Hacksaw Compact
- Hacksaw High Tension 12"/300mm
- Tubing Cutter Propex
- Backpack Packout
- Self-Adjusting Wire Stripper
- Shockwave Drill And Drive 46pce Set
- Snips Straight Cutting
- Pliers VDE 3pce
- Screwdriver 7pce Set VDE
- Wrench Adjustable 10" / 250mm
- Crimp Striptool Ratcheting Modular
- File Flat Second 200mm 20mm Wide

- Chisel Cold 200x20mm
- Lockout Hasp 38mm
- Mini Circuit Breaker Lockout Universal
- File Round Bastard 200/8"
- Volt Tester T5-1000
- Padlock Safety 38mm Red
- Mini Flush Cutters
- 16oz Smooth Face Curve Claw Hammer
- Belt 29 Pocket Electricians

Name	Extended Personal Leave	Document Type	Policy
Department	PAC	Reference	POL-PAC-002
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
Date Approved	DRAFT	Location	SharePoint URL

1. Purpose

- 1.1. Where a PEER employee has exhausted all of their personal leave accruals and are unable to work for an extended period because of an injury or illness that is not work-related, PEER may grant paid extended personal leave.

2. Policy Statement

- 2.1. This policy applies to all permanent employees of PEER, including Apprentices and Trainees.
- 2.2. This policy is to be read in conjunction with the relevant Clause in the Apprentice and Trainee Enterprise Agreement 2026 or the Trainers and Assessors Enterprise Agreement 2024, including any subsequent agreements.

3. Policy Principles

3.1. Policy Detail

- 3.1.1. PEER employees are entitled to a maximum of sixty (60) days paid extended personal leave every four years. This leave can be accessed on two separate occasions every four years, with a maximum of thirty (30) working days per occasion. These occasions cannot run concurrently or be related to the same injury or illness. A minimum of five (5) days leave applies for any request.
- 3.1.2. In extenuating circumstances, and at the discretion of the relevant General Manager, approval may be granted for
 - the sixty (60) days to be taken as one continuous block on one occasion only within the four-year period;
 - an additional block of leave, if the two separate occasions have been exhausted, however the maximum number of days has not exceeded 60 days
- 3.1.3. PEER is committed to flexibility and may choose to offer alternative working conditions such as light duties, developmental work or working from home rather than extended personal leave. This will be negotiated prior to or during the period as required.
- 3.1.4. The request for extended personal leave form must be fully completed and emailed to the relevant People Leader or Apprentice and Trainee Supervisor (apprentices and trainees) and include at a minimum the following details:
 - Reason for the request
 - Number of days requested
 - Any evidence supporting qualifying criteria as detailed in Clause 3.2.
- 3.1.5. The completed form and any supporting documentation must be reviewed by the General Manager and the CEO for final approval.
- 3.1.6. Written confirmation will be sent to the employee notifying of a decision to support or decline the request for extended personal leave.
- 3.1.7. Extended Personal Leave will be paid at the current base hourly rate of pay, for a maximum of 7.6 hours per day.

3.2. Criteria to support approval process

- 3.2.1. The approval of paid extended personal leave will be at the discretion of the Company and is subject to the following criteria:
- 3.2.2. The employee must have exhausted all personal leave and have no more than three (3) RDO's to be considered for extended personal leave.

Name	Extended Personal Leave	Document Type	Policy
Department	PAC	Reference	POL-PAC-002
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
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3.2.3. The employee must provide PEER with medical documentation which clearly details the non-work-related injury or illness, including expected recovery time before being deemed fit for work. A medical clearance confirming fit for work from the treating medical practitioner, including any workplace modification will need to be received prior to return to work.

3.2.4. The employee must not have received a disciplinary warning (formal or informal) or be working under a Performance Improvement Plan (PIP) in the past 12 months.

3.2.5. In addition to other listed criteria in 3.2.1, 3.2.2, 3.2.3 and 3.2.4 the following criteria applies for:

Trainers & Assessors must meet the following criteria:

- evidence all required learner resulting is up to date or other duties that would be considered part of their role
- achievement of PEER Trainer Currency with evidence loaded into Campus platform
- participation in the PEER Performance Review process with a satisfactory report received.

Corporate staff must meet the following criteria:

- participation in the PEER Performance Review process with a satisfactory report received

Apprentices and Trainees must meet the following criteria:

- profiling is accurate and up to date to a satisfactory standard;
- off the job training modules have been undertaken to a satisfactory standard;
- reports regarding on-the-job training are satisfactory

3.2.6. It is at the sole discretion of PEER Executive team to decide on the provision of extended personal leave, and this is reviewed on a case-by-case basis, based on the above criteria. There is no obligation on PEER to grant approval. Any dispute with the non-approval of extended personal leave will be managed through the internal grievance procedure.

4. Procedures

4.1. Corporate Staff

4.1.1. The employee completes the extended personal leave form, including all relevant information and evidence for specific criteria detailed in 3.2.5; medical certificate, time required to recover from illness/injury, and any expected modified duties on return to work. This form is available on the [People & Culture SharePoint](#) page.

4.1.2. People leader reviews evidence and criteria, any disciplinary matters and current personal leave entitlements to determine if they support application.

4.1.3. General Manager and CEO review application form and supporting evidence to approve or decline the request for extended personal leave. Where the decision is made to reject the application, the General Manager or CEO will provide details regarding the decision in writing.

4.1.4. Upon receipt of the decision the employee may wish to appeal the decision through the Internal Grievance procedure within 14 days of the decision.

4.2. Apprentice or Trainee

Name	Extended Personal Leave	Document Type	Policy
Department	PAC	Reference	POL-PAC-002
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
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- 4.2.1. Employee reviews criteria, including leave balances on Astute to ensure they qualify for application process.
- 4.2.2. The employee completes the extended personal leave form that is available on the [Apprentice & Trainee SharePoint](#) site and emails it to their Apprentice and Trainee Supervisor. including all relevant information and evidence for specific criteria detailed in 3.2.5; medical certificate, time required to recover from illness/injury, and any expected modified duties on return to work
- 4.2.3. The Apprentice and Trainee Supervisor reviews evidence and criteria, any disciplinary matters and current personal leave entitlements to determine if they support application.
- 4.2.4. The Apprentice and Trainee Supervisor sends a copy of the Extended Personal Leave Form from the Apprentice or Trainee, along with the above information, for assessment by the relevant General Manager and the CEO.
- 4.2.5. General Manager and CEO review Extended Personal Leave form and supporting evidence to approve or decline the request for extended leave. The Apprentice and Trainee Supervisor will communicate the decision in writing and notify payroll if approval of extended personal leave is granted.
- 4.2.6. Upon receipt of the decision the employee may wish to appeal the decision through the Internal Grievance procedure within 14 days of the decision.

5. Related Policies and Documents

- Internal Grievance Policy & Procedure
- Performance Management Policy
- Unsatisfactory Performance and Behaviour Policy
- Leave Policy
- Apprentice and Trainee Enterprise Agreement 2026
- Trainers and Assessors Enterprise Agreement 2024

Name	Inclement Weather Procedure	Document Type	Procedure
Department	WHS	Reference	PRO-WHS-
Owner	WHS Manager	Approver	GM People and Culture
Date Reviewed	26 May 2026	Next Review Date	May 2028
Date Approved	Draft	Location	Sharepoint URL

1. Purpose

1.1. This procedure aims to minimise the risk to hazards associated with inclement weather, heat stress, and ultraviolet radiation (UVR) by implementing appropriate work health and safety control measures.

2. Scope

2.1. This procedure applies to all workers, including apprentices, employees, and contractors, who manage, supervise, or undertake outdoor work across all PEER workplaces, including tasks with exposure to ultraviolet radiation (UVR) or inclement weather conditions.

2.2. This procedure should be read in conjunction with any relevant award or Enterprise Agreement.

3. Responsibilities

Role	Responsibilities
PEER Executive Team	<ul style="list-style-type: none"> • Monitor compliance with WHS legislative duties. • Ensure hazards associated with working in inclement weather have been identified. • Ensure adequate training has been provided regarding working in inclement weather.
PEER – People Leaders	<ul style="list-style-type: none"> • Ensure adherence to this procedure. • Encourage workers to be proactive and report hazards in relation to working in inclement weather.
Supervisors /Apprentice Training Supervisor (ATS)	<ul style="list-style-type: none"> • Investigate and act on reports that have or could have an adverse effect on a worker • Confirm with host employers that apprentices are not exposed to working conditions that may compromise their health or wellbeing. • During site visits, verify that apprentices are wearing suitable personal protective equipment (PPE), including UVR protection, and that they are informed of the risks associated with working in adverse weather conditions. • provide timely instruction, advice, or intervention to ensure that the health and safety of apprentices is not compromised.
WHS Manager/or Delegate	<ul style="list-style-type: none"> • Provide advice and guidance on managing risks associated with inclement weather and outdoor work. • Support people leaders and supervisors in the implementation of controls and safe systems of work. • Liaise with host employer to ensure their WHS arrangements are in place.

Name	Inclement Weather Procedure	Document Type	Procedure
Department	WHS	Reference	PRO-WHS-
Owner	WHS Manager	Approver	GM People and Culture
Date Reviewed	26 May 2026	Next Review Date	May 2028
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Employee/ Apprentice /Trainee	<ul style="list-style-type: none"> Follow all reasonable instructions from their host employer and PEER; Maintain healthy levels of hydration in hot weather. Use of PPE that has been supplied for working in inclement weather (i.e. sunscreen, hats, long shirts/trousers, etc.); and Raise any concerns about working conditions and/or individual wellbeing with the host employer and PEER as required. Immediately contact their ATS if they are sent away from site due to hot or inclement weather.
Host Employer	<ul style="list-style-type: none"> Identify, as far as reasonably practicable, hazards associated with working in UVR and inclement weather. Ensure controls are documented and implemented to manage risks associated with UVR and inclement weather. Provide appropriate personal protective equipment (PPE) for work in inclement weather conditions, in addition to that already supplied by PEER, where required. Request additional PPE outside of the standard allocation from PEER for consideration. Ensure appropriate provisions are supplied to support safe work in inclement weather (e.g. sunscreen, shade, wet weather gear, cool drinking water, etc.). Provide training to all apprentices and employees on the hazards and safe work practices associated with working in inclement weather. Encourage apprentices and employees to proactively identify and report hazards or concerns related to working in inclement weather. Investigate and take appropriate action in response to any circumstances that have, or could have, an adverse impact on a worker's health or safety. Ensure any incidents are communicated with PEER as soon as known.

4. Procedure

- 4.1. For apprentices and trainees at host-controlled sites, the host employer's procedure, as outlined in the PEER Apprentice and Trainee Enterprise Agreement, must be followed.
- 4.2. While PEER does not set specific temperature thresholds or conditions for ceasing work, any site-specific requirements established by the host employer must be followed.
- 4.3. When an apprentice or trainee is sent away from the worksite due to inclement weather, the apprentice or trainee is to immediately contact their Apprentice & Trainee Supervisor (ATS). PEER will not relocate an apprentice or trainee to Trade School on the day of notification.

Name	Inclement Weather Procedure	Document Type	Procedure
Department	WHS	Reference	PRO-WHS-
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- 4.4. Should the apprentice not contact their ATS for instructions or exceed their allowance of thirty-two (32) hours over a four (4) week period, they will take unpaid leave.

- 4.5. If no UVR Inclement Weather Procedure exists and it is not reasonably practicable to eliminate identified risks, a risk assessment must be conducted accounting for all risk factors to establish safe systems of work:
 - (a) Weather conditions, including air temperature, humidity, UVR rating, wind, rain, fog, heatwave
 - (b) The nature of the task, including duration, intensity of manual work, and number of workers
 - (c) Time of day and time of year that work is scheduled e.g., exposure to direct sunlight in the hottest part of the day
 - (d) Geographic location of the task and environment/ground surface e.g., shade, concrete, grass, asphalt, in open or enclosed spaces with restricted air flow
 - (e) Radiant or reflected heat from surfaces e.g., reflected heat from construction materials, polished aluminium and glass, or heat build-up in roads and concrete structures or heat from machinery
 - (f) Physical fitness of the worker, including acclimatisation and any pre-existing conditions e.g., overweight, heart/circulatory diseases, skin diseases, use of certain medicines
 - (g) Clothing of workers (considering UVR protection, air circulation or rain/wind protection, as applicable)
 - (h) Pattern and length of exposure (exposure can occur in an ongoing episode or via a series of shorter episodes, which add up over the day)
 - (i) If workers are working alone, and
 - (j) Any other relevant factors.

5. Risk Management – Hot Weather UVR

- 5.1. Controls will be selected to reduce any identified risk associated with hot weather/UVR to as low as reasonably practicable. A combination of control measures may be required. Controls can include but are not limited to:
 - (a) Rescheduling or cessation of work to cooler times of the day.
 - (b) Carry out work in shaded areas or provide temporary shade.
 - (c) Access to air conditioning (structure of vehicle).
 - (d) Modifying the physical aspects of tasks (mechanical instead of manual labour).

Name	Inclement Weather Procedure	Document Type	Procedure
Department	WHS	Reference	PRO-WHS-
Owner	WHS Manager	Approver	GM People and Culture
Date Reviewed	26 May 2026	Next Review Date	May 2028
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- (a) Provision of more frequent rest breaks on hot days to reduce the risk of heat related illness must be given.
- (b) Access to cool drinking water near the worksite with workers being encouraged to drink enough water to stay hydrated e.g., a cup of water every 15 to 20 minutes.
- (c) Adequate clothing/PPE to prevent exposure to UVR while allowing for sweat evaporation and cooling.
- (d) Additional PPE such as sunscreen, broad brimmed hat, safety glasses with UVR protection.

If PPE is selected as a control measure PEERs Uniform Policy must be adhered to.

6. Risk Management - cold/cool/wet weather outdoors

- 6.1. Controls will be selected to reduce any identified risk associated with inclement wet weather to as low as reasonably practicable. A combination of control measures may be required. Controls can include but are not limited to:
 - (a) Rescheduling or cessation of work to cooler times of the day.
 - (b) Workers must wear appropriate clothing and footwear for the task being undertaken including cold and wet weather protection.
 - (c) Well gripped supportive safety footwear to prevent slips, trips, falls.
 - (d) Workers must have access to shelter, such as a hut or the cabin of a vehicle.

7. Health Monitoring

- 7.1. PEER must ensure workers are provided with information encouraging self-examination of their skin for skin cancer and the relevant support services available. This information should be delivered through the organisation's Health and Wellbeing Program and reinforced through awareness campaigns, toolbox talks, and training activities.

8. Monitoring and Continuous Improvement

- 8.1. The WHS pre-qualification questionnaire will require evidence of Host Employers' UVR and inclement weather management practices to ensure risks are managed.
- 8.2. Any corrective and preventative actions identified by PEER must be regularly monitored to ensure their effectiveness in managing risks associated with UVR and Inclement Weather.

9. Training and Information

- 9.1. Workers should be informed of the organisation's UVR and Inclement Weather Procedure as part of the induction process.

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Department	WHS	Reference	PRO-WHS-
Owner	WHS Manager	Approver	GM People and Culture
Date Reviewed	26 May 2026	Next Review Date	May 2028
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- 9.2. Employees of PEER who are identified as being responsible for providing instruction for managing UVR and Inclement Weather requirements must be appropriately trained to carry out these responsibilities.
- 9.3. Before placing an apprentice or trainee, host employers must receive clear information about PEER's UVR and Inclement Weather requirements and provide information on any extra requirements.
- 9.4. Host Employers are obligated to ensure apprentices are informed of, and comply with, both the Host's and PEER's UVR and Inclement Weather Procedures as part of their site-specific induction and ongoing supervision.
- 9.5. Safety Alerts will be provided to hosts and apprentices as required or deemed necessary by PEER.
- 9.6. Training records shall be kept as evidence of communication/consultation/competency as per the Training Procedure
- 9.7. Training requirements must be recorded on the relevant Training Needs Analysis.

10. Review

- 10.1. Risks associated with UVR or Inclement Weather shall be tracked and reviewed annually in line with the Records and Information Management Policy or sooner should any legislative changes or emerging trends occur.
- 10.2. This procedure shall be reviewed in line with PEERs internal audit processes.

11. Records

- 11.1. The following records should be kept in accordance with **POL-EXE- 001 - Records and Information Management Policy**:
 - Risk reviews
 - Safety alerts
 - Corrective action plans
 - Training, consultation and induction records

12. Associated Documents

- PEER WHS Policy
- PEER Apprentice and Trainee Enterprise Agreement 2026
- POL-EXE-001 Records and Information Management Policy Template

Name	Inclement Weather Procedure	Document Type	Procedure
Department	WHS	Reference	PRO-WHS-
Owner	WHS Manager	Approver	GM People and Culture
Date Reviewed	26 May 2026	Next Review Date	May 2028
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13. References

WHS Act 2012
WHS Regulations 2012
Electricity (General) Regulations 1997

14. Definitions

Incident	Any event that results in or has the potential to result in harm, injury, or damage (including accidents, near misses, unsafe conditions and environmental damage).
Worker	A worker is any individual who carries out work for a PCBU, whether as an employee, contractor, subcontractor, apprentice, trainee, or volunteer.
Host Employer	A host employer is an organization that hires workers or contractors from other businesses to work on their premises. They share responsibility for the workers' health and safety, ensuring risks are managed and safe practices are followed.
Safety Induction	Safety inductions inform workers about workplace hazards, safety procedures, and their responsibilities. They ensure workers understand task and work environment related risks to work safely, in compliance with health and safety regulations.

Name	Apprentice and Trainee Parental Leave Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-012
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
Date Approved	DRAFT	Location	SharePoint URL

1. Purpose

- 1.1. PEER provides employees with access to both paid and unpaid parental leave. PEER also supports employees to access Government funded paid parental leave, as provided by the Federal Government.
- 1.2. PEER's policy is inclusive of all types of families, and we encourage all parents, regardless of gender, to take an active role in the caring responsibilities of their family.

2. Policy Statement

- 2.1. PEER provides apprentices and trainees with access to unpaid parental leave (as per the eligibility criteria set out in the National Employment Standards (NES)).
- 2.2. PEER provides paid parental leave to apprentices Due to their short length of service at PEER, trainees may be entitled to unpaid parental leave as outlined in 2.1.
- 2.3. This policy is to be read in conjunction with any applicable clauses within Awards and Agreements that apply to PEER employees, along with the National Employment Standards (NES).

3. Definitions

- 3.1. **A Parent** is an employee who has or will have responsibility for the care of a child associated with:
 - the birth of a child to the employee, the employee's spouse, or the employee's de facto partner, or
 - the placement of a child under 16 with the employee for adoption.
- 3.2. **Apprentice** means an employee who has entered into and is employed under a registered Training Contract in accordance with the South Australian Skills Act 2008 for the purpose of obtaining a trade qualification through a combination of employment and structured training.
- 3.3. **Trainee** means an employee undertaking a traineeship under a registered training contract in accordance with the South Australian Skills Act 2008..
- 3.4. **An eligible parent** is an apprentice or trainee who is a parent and has at least 12 months continuous employment as an apprentice or trainee, immediately prior to the proposed commencement of any Parental Leave.
- 3.5. **PEER paid parental leave** means 12 weeks of paid parental leave that sits outside the government funded paid parental leave program and that is organised and paid for by PEER.
- 3.6. **Unpaid parental leave** means access to an unpaid period of absence from the workplace due to the birth of a baby or adoption of a child in accordance with the National Employment Standards.
- 3.7. **Medical Certificate** means a certificate signed by a medical practitioner.
- 3.8. **Keeping in Touch Days** are days where a Parent who is still on unpaid Parental Leave may go back to work to stay up to date with their workplace, refresh their skills and assist their return to work.
- 3.9. **Base Rate of Pay** is the rate of pay payable to the employee at their ordinary hours of work, but not including penalties, overtime, bonuses, or any other potential compensation.

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Owner	General Manager, People and Culture	Approver	Executive
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4 Policy Principles

4.1 Parental Leave

- 4.1.1 Parental leave allows employees to take time away from work for the birth or adoption of a child.
- 4.1.2 PEER Apprentice & Trainee Parental Leave Policy includes the following entitlements for Apprentices who are eligible for parental leave under the NES:
- 12 weeks paid parental leave in the first 12 months after the birth or adoption of a child. This will be paid at the base rate of pay plus applicable superannuation guarantee and will be subject to PAYG. This may be taken at 12 weeks full pay or 24 weeks half pay.
 - Up to 52 weeks leave in total to eligible parents (inclusive of the PEER paid parental leave, NES parental leave and the government funded paid parental leave program). Any paid leave taken in addition to the approved PEER paid parental leave (such as annual or long service leave) will be subject to approval by the General Manager – Employment Services).
 - Eligible parents may request to take a further 52 weeks unpaid parental leave (up to 104 weeks in total) in accordance with the NES. Approval of further leave beyond these 104 weeks will be subject to the business requirements and General Manager approval.
 - In the unfortunate circumstance where a pregnancy terminates after a term of 28 weeks or more, other than in the birth of a living child, or where the child dies during the period of PEER paid parental leave, the eligible parent(s) will be entitled to the 12 weeks PEER paid parental leave (or the remaining balance) where all eligibility requirements are met.
 - PEER paid parental leave will be treated as time worked at PEER for the purposes of leave accruals and calculations. If taken at half pay this will be reflected in accruals. RDO's will not accrue on PEER paid parental leave.
 - PEER will make Superannuation Guarantee Contributions (SGC) during any unpaid parental leave taken by eligible parents in the first 12 months following the birth or adoption of a child. SG contributions will not be paid beyond the first 12 months (52 weeks). This provision does not extend to unpaid leave in clause 4.4 or 4.5.
- 4.1.3 Due to the shorter length of their contracts of training, trainees are not entitled to paid parental leave.
- 4.1.4 Where a pregnancy terminates in other than the birth of a living child and the eligible parent has already given notification to proceed on parental leave, they shall notify PEER of the changed circumstance as soon as practicable.
- 4.1.5 Parental leave for permanent foster care placements will be considered on a case-by-case basis and subject to approval by the General Manager – Employment Services.
- 4.1.6 In addition to PEER paid parental leave, the Federal Government provides parental leave payments under its Paid Parental Leave Scheme. Employees should seek independent advice to understand their entitlements and eligibility under this scheme.

4.2 Eligibility

Name	Apprentice and Trainee Parental Leave Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-012
Owner	General Manager, People and Culture	Approver	Executive
Date Reviewed	26 May 2026	Next Review Date	May 2028
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- 4.2.1 All employees who have worked for PEER for at least twelve months can take **unpaid** parental leave when they or their partner gives birth or adopts a child.
- 4.2.2 All **apprentices** who have worked for PEER for at least twelve months prior to the expected date of birth or adoption placement can take PEER **paid** parental leave when they or their partner gives birth or adopts a child. Trainees are not eligible for PEER paid parental leave (refer 4.2.1 for unpaid leave options).
- 4.2.3 Length of service is measured from the date of commencement as an apprentice until the expected date of birth or adoption placement.
- 4.2.4 Working parents may both want to take parental leave at the same or different times. They can be working for the same or different employers.
- 4.2.5 Where an employee has less than twelve months of service at the relevant date specified in 4.2.1, PEER may choose to provide access to unpaid parental leave, at the discretion of the General Manager – Employment Services. Super Guarantee contributions (SGC) for any unpaid leave would not apply in this circumstance.
- 4.2.6 Where an eligible employee has previously taken PEER paid parental leave, they are required to have returned to work at PEER for a minimum period of six (6) months to be eligible for further PEER paid parental leave and superannuation guarantee contributions on unpaid leave. The further paid parental leave will be based on the average hours worked since the return from parental leave.

4.3 Notification Requirements

- 4.3.1 Eligible parents are required to provide PEER at least 10 weeks' notice before starting paid or unpaid parental leave. This notice needs to be in writing, and outline how much leave they intend to take, leave types (parent, annual, long service and paid at half or full rate) including the start and finish dates. A minimum of four (4) weeks' notice is required for any changes to the intended start date. Due to extenuating circumstances, the General Manager – Employment Services can approve shorter time periods.
- 4.3.2 Eligible parents need to provide relevant contact details during the parental leave period. All work-related equipment will need to be returned to the Host during the leave period.
- 4.3.3 An employee applying for paid or unpaid parental leave is required to provide evidence of the expected date of birth or date of placement of an adopted child. Evidence may include, but is not limited to, a medical certificate (in relation to a birth) or statutory declaration (in relation to an adoption).
- 4.3.4 Employees who are taking pre-adoption leave are required to provide PEER with notice that they are taking leave as soon as possible (this can be after the leave has started). They should advise PEER how long they expect to be on leave.
- 4.3.5 An eligible parent may request an extension of unpaid parental leave by giving at least four (4) weeks' notice in writing, before the end date of their original approved leave period. The notice must specify the new end date. Only one extension is permitted in normal circumstances. The General Manager – Employment Services can approve further requests in extenuating circumstances after consulting with the People & Culture team.
- 4.3.6 Where an employee requests an extension to the period of parental leave beyond 52 weeks, all requests will be genuinely considered, and PEER will respond in writing within 21 days of the request. All requests should be discussed with the Manager –

Name	Apprentice and Trainee Parental Leave Policy	Document Type	Policy
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Apprentice and Trainee Services and in the event PEER are unable to support this request, it will be based on reasonable business grounds including:

- the impact on PEER from a financial, productivity or customer service position;
- difficulties managing the workload among remaining employees; or
- difficulties in recruiting a replacement employee/s.

4.3.7 An eligible parent can apply to reduce the period of unpaid parental leave by providing a minimum of four (4) weeks' notice in writing of the proposed new end date.

4.3.8 PEER will consider any request to reduce a period of unpaid parental leave, taking into account current demand in industry for apprentices of that particular trade.

4.4 Pre-Adoption Leave and Leave to Attend Antenatal Appointments

4.4.1 Apprentices or trainees who are taking parental leave to care for an adopted child are entitled to up to 2 days' of unpaid pre-adoption leave to attend relevant interviews or examinations.

4.4.2 Where an apprentice or trainee has paid leave accrued (e.g. annual leave, RDO's) this should be used before unpaid pre-adoption leave will be granted.

4.4.3 Leave will also be granted for attendance at antenatal appointments. Where an apprentice or trainee has paid leave accrued this should be used before unpaid leave will be granted..

4.4.4 Superannuation Guarantee contributions (SGC) does not apply to any unpaid leave for pre-adoption leave and leave to attend antenatal appointments.

4.5 Special Parental Leave

4.5.1 A pregnant apprentice or trainee who is eligible for paid or unpaid parental leave can also take unpaid special parental leave if:

- they have a pregnancy-related illness; or
- their pregnancy ends after 12 weeks because of a miscarriage or termination

4.5.2 If an apprentice or trainee takes special parental leave because of a pregnancy-related illness, the leave will end when the pregnancy or illness ends, whichever is earlier. If the employee takes leave because of a miscarriage or termination, special parental leave will continue until they are fit for work.

4.5.3 Special parental leave does not reduce the amount of unpaid parental leave that an employee can take.

4.5.4 Superannuation Guarantee contributions (SGC) does not apply to any unpaid leave for special parental leave.

4.6 Safe Job, No Safe Job Leave

4.6.1 All pregnant apprentices or trainees are entitled to move to a safe job if it is not safe for them to do their usual job/duties because of their pregnancy. This includes apprentices and trainees that aren't eligible for paid or unpaid parental leave.

4.6.2 An apprentice or trainee who moves to a safe job will still be paid at their base rate of pay, hours of work and other entitlements that they were entitled in their nominal position. The apprentice or trainee will stay working in the safe job until it is safe to go back to their previous job, or until they give birth. Where an apprentice or trainee is

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performing a safe job that does not relate to their training contract, this may result in application to the Skills Commission for a personal suspension for the period of the performance of the safe job or taking no safe job leave.

- 4.6.3 The employee will need to give the General Manager – Employment Services medical evidence/certificate that:
- they can work but cannot do their normal job/duties (including why their nominal job isn't safe); and
 - how long they cannot work in their nominal job.
- 4.6.4 If there is no safe job available, the apprentice or trainee can take no safe job leave. If the apprentice or trainee is entitled to paid/unpaid parental leave, no safe job leave is paid. For a full-time apprentice or trainee, no safe job leave is paid at the base rate of pay for ordinary hours of work. For a school based apprentice, no safe job leave is paid at the base rate of pay as an average for actual hours worked, over the proceeding 6-month period.
- 4.6.5 An apprentice or trainee that is not entitled to unpaid parental leave can take unpaid no safe job leave.

5 Using Other Leave Entitlements Whilst Absent on Parental Leave

- 5.1 Where an apprentice or trainee has accrued annual leave, RDO's or long service leave, they may choose to take this during this absence to extend their period of payment whilst absent on parental leave. This can be taken at full or half pay rate. Leave cannot be taken at the same time as PEER paid parental leave. When taking annual leave, RDO's and/or long service leave, leave accruals and public holidays are processed as usual.
- 5.2 An apprentice or trainee does not accrue any type of paid leave while they are on unpaid parental leave or Government funded paid parental leave. However, where an employee returns to work for a 'keeping in touch' day (as outlined in clause 6), paid leave entitlements will accrue based on time actually worked.
- 5.3 An apprentice or trainee on paid or unpaid parental leave is not eligible for payment for community service leave, personal/carers leave, family and domestic violence leave, volunteer leave, emergency services and defence leave and/or compassionate leave.

6 Return to the Workplace

- 6.1 When an apprentice or trainee returns to work after a period of parental leave, they will return to the year level of the apprenticeship as completed prior to commencing parental leave.

7 Breastfeeding/Expressing in the Workplace

- 7.1 PEER aims to support apprentices and trainees returning from parental leave by accommodating breastfeeding and/or expressing as much as possible.
- 7.2 A returning apprentice or trainee should discuss their needs with the Manager – Apprentice and Trainee Services in the first instance. PEER will accommodate all requests where reasonably practical. PEER will assist in communication with the Host Employer, however, can only control the work environment at PEER headquarters and not at Host Employer job sites.

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8 Responsibilities

9.1 Apprentices/Trainees

- 9.1.1 Ensure all eligibility requirements are met before applying for leave.
- 9.1.2 Comply with the relevant notice and evidence requirements as set out in the policy.
- 9.1.3 Provide relevant paperwork such as a Medical Certificate when applying for parental leave.
- 9.1.4 Agree communication plan with Manager – Apprentice and Trainee Services during leave period.

9.2 Apprentice and Trainee Services Team

- 9.2.1 Consult with the People and Culture Team in relation to any applications for parental leave.
- 9.2.2 Give genuine consideration to any requests for a change in return date or extension of parental leave.
- 9.2.3 Give genuine consideration to any requests for workplace flexibility upon the employees return to work from parental leave.
- 9.2.4 In conjunction with the People and Culture team, find a suitable safe job if required.
- 9.2.5 Maintain contact with the apprentice or trainee and appropriate communication channels during the parental leave period.

9.3 People and Culture

- 9.3.1 Provide advice and support to both apprentices/trainees and the Apprentice and Trainee Services Team in relation to requests for parental leave and arrangements.

10 Related Policies

- Leave Policy
- Rostered Day Off Policy
- Workplace Flexibility Policy
- Grievance Policy

11 External Resources

- Fair Work Act 2009 (Cth) - <https://www.fairwork.gov.au/leave/parental-leave>
- National Employee Standards - <https://www.fairwork.gov.au/tools-and-resources/fact-sheets/minimum-workplace-entitlements/parental-leave-and-related-entitlements>
- Government Paid Parental Leave Scheme - <https://www.servicesaustralia.gov.au/parental-leave-pay-for-child-born-or-adopted-from-1-july-2023>

Name	Sexual Harassment Policy	Document Type	Policy
Department	PAC	Reference	POL-PAC-003
Owner	General Manager, People and Culture	Approver	Executive
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1. Purpose

- 1.1. The purpose of this policy is to outline the commitment of PEER to provide a workplace free from sexual harassment. It seeks to ensure that all workers are aware of what constitutes sexual harassment and their responsibilities and rights regarding sexual harassment in the workplace.

2. Policy Statement

- 2.1. This policy applies to all workers including employees (including Apprentices and Trainees) volunteers, contractors, and agents of PEER ('Workers').
- 2.2. This policy applies to behaviours that occur in connection with work, including; if it occurs outside normal work hours during work activities, for example when dealing with clients at work related events; at conferences; or work-related social functions or host employers; and social media where workers interact with colleagues or clients and actions may affect them either directly or indirectly.
- 2.3. This policy is to be read in conjunction with any applicable clauses within Awards and Agreements that apply to PEER employees.
- 2.4. This policy is intended to address behaviours that fall within the definitions of sexual harassment as set out below.

3. Definitions

- 3.1. **Sex-based harassment** is characterised by verbal put-downs, abusive remarks as well as behaviours that aim to marginalise on the basis of sex or gender. Manifestations of sex-based harassment in the workplace can overlap with sexual harassment.
- 3.2. **Sexual harassment** is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances. Refer Appendix A for further information.
- 3.3. **Reasonable management action** is action taken by a managers or supervisors to direct and control the way work is carried out. This is not considered to be workplace bullying if the action is taken in a reasonable and lawful way. Refer appendix A for examples.
- 3.4. **Worker** is defined as all employees of PEER including Apprentices and Trainees and all persons performing work at the direction of, or on behalf of PEER including contractors, subcontractors, consultants and temporary staff.

4. Policy Principles

4.1. Our Commitment

- 4.1.1. PEER is committed to providing a safe work environment free from sexual harassment, where all members of staff are treated with dignity, courtesy, and respect.
- 4.1.2. Employees and other workers must take reasonable care for their own health and safety and that of other workers.
- 4.1.3. PEER will treat reports of sexual harassment seriously. We will respond promptly, impartially and confidentially.
- 4.1.4. This policy will be made available to all works including contractors. New workers will be given a copy of this policy as part of their onboarding. Managers and supervisors will remind workers of the policy from time to time.

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4.2. Expected standards of behaviour

- 4.2.1. PEER expects people to act in a manner in keeping with PEER's code of conduct.
- 4.2.2. PEER expects workers to behave in a way that ensures the safety and wellbeing of others and is respectful and inclusive.

4.3. Preventing Sexual Harassment

- 4.3.1. PEER upholds a strict 'zero tolerance' approach to sexual harassment in the workplace. By this it is meant that PEER will have a proactive approach to eradicating the behaviour – in all its forms. Zero tolerance also means there will be action and consequences that are appropriate and proportionate considering the behaviour, the impact of their actions and taking into account the wishes of the complainant
- 4.3.2. PEER will promote a supportive leadership culture that will not accept sexual harassment by promoting a positive work culture.
- 4.3.3. PEER will provide awareness through training and information sessions, team meetings, the intranet, informal discussions groups etc emphasising:
 - Sexual harassment is unacceptable;
 - Management is committed to work being free from sexual harassment; and
 - Incidents of sexual harassment should be reported.
- 4.3.4. PEER will inform, instruct and train all persons within the organisation in policy, responsibilities, reporting and investigation procedures.
- 4.3.5. PEER will provide and promote easily accessible mechanisms for reporting of complaints.
- 4.3.6. PEER will encourage reporting of sexual harassment incidents, as employees must be willing to report incidents for accurate assessment of intervention effectiveness to be made.
- 4.3.7. PEER will consider whether employees are at risk of sexual harassment by identifying the factors that could contribute to or encourage sexual harassment behaviour.
- 4.3.8. PEER will act to prevent sexual harassment and provide safe and effective responses for those impacted within and connected to us. When addressing incidents, PEER will commit to supporting the well-being of all involved, ensuring they are listened to, prioritised, and informed of the action taken.

4.4. Reporting Sexual Harassment

- 4.4.1. Workplace sexual harassment may be identified and reported by those subjected to the behaviour or by witnesses. A person can raise or report sexual harassment verbally or in writing.
- 4.4.2. PEER offers multiple options on how to report your concern about someone's behaviour including:
 - self-managed
 - report to your immediate people manager
 - report to your General Manager
 - report to People & Culture
 - report to a union member or delegate (if you are a member)
- 4.4.3. If you opt to self-manage a complaint, or you believe you witnessed an incident of sexual harassment, PEER requests that all incidences of alleged sexual harassment are reported to management or HR, to ensure appropriate support is put in place and actions are taken.

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- 4.4.4. PEER strongly encourages employees that suspect they are subject to sexual harassment to report incidents as soon as they occur, however you are not restricted by a time limitation between the incident and reporting of the issue. It is understood that people will share their experience when they feel comfortable and that it may take time to process what has happened and feel ready to talk. It is important to note that there are time limitations for lodging a complaint with an external body, for example within twenty-four (24) months of the incident if you wish the Australian Human Rights Commission to assist.
- 4.4.5. Employees must appreciate that raising an allegation of sexual harassment against another worker is a serious matter. Regardless of whether the complaint is substantiated, the act of raising the complaint will have significant and often permanent consequences, both personally and professionally against the respondent. PEER will not tolerate abuse of the processes outlined in this policy and associated procedures or the making of vexatious claims.

4.5. Responding to sexual harassment claims

- 4.5.1. PEER will take all reported matters of sexual harassment seriously and investigate promptly and confidentially. This does not necessarily trigger a formal investigation, although that may be appropriate in some cases. Support, advice, and early intervention may resolve the issue.
- 4.5.2. PEER considers that it is important that any report is dealt with professionally, fairly and with sensitivity.
- 4.5.3. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in the resolution will have access to the information.
- 4.5.4. There will be no repercussions for those who report issues. Repercussions are unlawful as well as against the values and policies at PEER. The only exception to this is if the complaint made is vexatious or malicious. In this instance disciplinary action may be taken.

4.6. Consequences of sexual harassment being substantiated

- 4.6.1. Conduct considered to be sexual harassment will not be tolerated under any circumstances. Depending on the severity of the incident(s), consequences for any Worker whose conduct is found to constitute as being sexual harassment may include one, or a combination, of the following:
- issuing an apology
 - counselling
 - transfer
 - demotion
 - warning
 - termination of employment
 - or any other consequence considered appropriate
- 4.6.2. Disciplinary action will also follow in incidences where a worker raising a complaint is victimised or retaliated against.
- 4.6.3. Depending on the severity of the incident(s), consequences for any Worker who is employed by PEER under a Contract of Training and is whose conduct is found to constitute as being sexual harassment, may include, in addition to the above:

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- application to the South Australian Apprentice and Trainee Regulatory Body to suspend the Contract of Training while the worker is undertaking appropriate training or counselling
- application to the South Australian Apprentice and Trainee Regulatory Body to terminate the Contract of Training

4.6.4. Employer and individual legal obligations

The laws give rise to potential legal liability for sexual harassment for individuals and our organisation.

- Individuals may be liable for their own behaviour if they sexually harass another person. In some cases, this may also be criminal conduct.
- Observers and other individuals may be liable if they request, instruct, induce, encourage, authorise or assist someone to sexually harass another person.
- Employers are also responsible for sexual harassment that occurs in the workplace and may be liable for failing to prevent or properly respond to sexual harassment, which is known as vicarious liability.

4.7. If sexual harassment has not been substantiated

4.7.1. If an investigation finds sexual harassment has not occurred or cannot be substantiated, PEER may still take appropriate action to address any workplace issues leading to the report. Refer to the 'Internal Grievance Policy and Procedure. It provides details on how to make a complaint about an incident.

5. Responsibilities

5.1. Everyone

- 5.1.1. Everyone has a role to play in preventing and responding to sexual harassment. This is entirely consistent with PEER's existing workplace health and safety obligations to protect each other from harm to health and safety, including psychological harm. The behaviour you walk past is the behaviour you accept.
- 5.1.2. Without exception, everyone is expected to behave in ways that are safe, respectful, and inclusive. People who speak up about, or report concerning behaviours they see or know of, make a valuable contribution to the health and safety of the workplace by supporting someone who may be subjected to the behaviour and preventing escalation or repeat behaviour.

5.2. People Leaders

- 5.2.1. Identify, address, and educate yourself and your team about behaviour that enables or condones sexual harassment, including tolerance for everyday sexism.
- 5.2.2. Monitor the working environment to ensure that acceptable standards of conduct are observed at all times.
- 5.2.3. Speak up when you see, know of, or can anticipate the likelihood of sexual harassment.
- 5.2.4. Create an environment that encourages teams to feel safe speaking up about, or reporting sexual harassment they experience or know of.
- 5.2.5. Treat all complaints seriously and take immediate action to investigate and resolve the matter.

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- 5.2.6. Maintain confidentiality and procedural fairness at all times.
- 5.2.7. Escalate complaints to HR if you do not feel that you are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious).
- 5.2.8. Support an individual who is impacted and understand how they would like the issue managed.
- 5.2.9. When responding to issues raised with you, prioritise the care and support of those impacted.
- 5.2.10. Report to the HR and CEO on incidents, immediate outcomes and long-term implications for parties involved.
- 5.2.11. Speak confidentially with the impacted team/stakeholders about any incidents/outcomes and reinforce expectations of safe, respectful, and inclusive behaviour.

5.3. Workers

- 5.3.1. Behave in a way that creates a safe, respectful, and inclusive environment and prioritises looking after the safety of others.
- 5.3.2. Speak up when you see, know of, or can anticipate the likelihood of sexual harassment.
- 5.3.3. Intervene in a way that is comfortable for you and if you feel safe to do so, to redirect the conversation or stop the behaviour.
- 5.3.4. Ensure the person impacted is safe and check in on them if appropriate.
- 5.3.5. Listen to the experience of the person impacted without judgement or preconceived solutions – understand how they would like you to help.
- 5.3.6. Participate in any inquiries or investigations about incidents.
- 5.3.7. Keep details of the incident or investigation confidential.

6. Related Policies

- Internal Grievance Policy and Procedure
- Performance Management Policy

7. Support Services Available

<u>Type of Support Service</u>	<u>Support Service</u>
Sexual Assault Support Services	1800RESPECT – 24/7 Phone: 1800 737 732 Yarrow House – Rape and Sexual Assault Service Phone: 1800 817 421 (toll free in SA)
Support services including mental health support	Employee Assistance Program (EAP) – PsychMed Phone: Lifeline – 24-hour crisis support and suicide prevention Phone: 13 11 14 Beyondblue – Mental Health support Phone: 1300 224 636 Mates in Construction Phone: 1300 642 111

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Work Health and Safety Regulators	<p>SafeWork SA Website: www.safework.sa.gov.au Email: help.safework@sa.gov.au Phone: 1300 365 255</p>
Fair Work Commission	<p>Website: www.fwc.gov.au National Helpline: 1300 799 675</p>
Human Rights and Anti-Discrimination Agencies	<p>Commonwealth - Australian Human Rights Commission Website: www.humanrights.gov.au Email: infoservice@humanrights.gov.au Phone: (02) 9284 9600 or 1300 656 419 (National Information Service) TTY: 1800 620 241</p> <p>State - Equal Opportunity Commission Website: www.eoc.sa.gov.au Email: eoc@agd.sa.gov.au Phone: (08) 8207 1977 or 1800 188 163 (Toll free for regional SA) TTY: (08) 8207 1911</p>