

## CARE OF COMPANY EQUIPMENT POLICY

ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**) provide employees (**Employees**) with the necessary plant and equipment needed to facilitate efficient and effective completion of tasks undertaken in the course of employment.

This Care of Company Equipment Policy (**Policy**) sets out the responsibilities of Employees who have been issued with any plant or equipment by ARA Group (**Company Equipment**) to care for such items within their control or possession.

### 1 Care and maintenance

Company Equipment is to be reasonably cared for and maintained in accordance with standard practice applicable to the Company Equipment in the possession or control of any Employee.

### 2 Secure storage

2.1 Company Equipment shall not be left unattended in areas where there is potential risk of theft. Company Equipment is to be secured or removed from such areas and stored in appropriate locations where the risk of theft is minimal.

2.2 Where Company Equipment takes the form of power tools, plant, or test equipment, such Company Equipment is to be secured when not in use and stored in lockable enclosures or suitable storage areas. Big or bulky items such as ladders are to be chained and locked in a suitable area so as to avoid theft.

2.3 Company Equipment that cannot readily be moved such as power tools and test equipment must be inconspicuously placed under cover or within boxes so as to not attract attention.

### 3 Loss or damage

3.1 Where loss or damage results to Company Equipment, or Company Equipment is otherwise stolen, the Employee responsible for such Company Equipment is to immediately notify their supervisor or manager of the loss, damage or theft, and provide all applicable information to their knowledge surrounding the circumstances of such loss, damage or theft.

3.2 In the event that Company Equipment is stolen, ARA Group may require Employees to complete internal paperwork and make a formal report to the Police, either online or in person, within 24 hours of the theft. In such circumstances, ARA Group is to be provided with a copy of the incident report if available.

3.3 Where an Employee is found to have negligently caused or contributed to loss of or damage caused to Company Equipment, the Employee shall be required to reimburse ARA Group for the cost of such Company Equipment.

3.4 Where there is a doubt as to the legitimacy of loss of or damage caused to Company Equipment, ARA Group may initiate an external investigation with police, as appropriate in the circumstances.

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Edward Federman  
Managing Director

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Date