

REHABILITATION AND RETURN TO WORK POLICY

This Rehabilitation and Return to Work Policy (**Policy**) mandates the process in place to facilitate the return to work of previously ill or injured employees, officers and directors (**Employees**) of ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**).

For the avoidance of doubt, this Policy applies to all Employees of ARA Group regardless of whether employment is permanent, temporary, or on a full-time, part-time or casual basis.

1 Definitions

“Co-ordinator” means a person appointed by ARA Group who has the relevant training, skills and experience to perform the role and function of a return to work (**RTW**) co-ordinator or workplace rehabilitation coordinator.

“Returning Employee” means a ‘returning’ Employee of ARA Group who has recovered (fully or in part) from an illness or injury and is returning to work (whether full duties or some restricted and suitable duties). For the purposes of this Policy, a Returning Employee also includes an injured Employee who is returning to work whilst receiving treatment.

“WCC Legislation” refers to the applicable legislation, regulations and rules setting out the obligation of ARA Group with respect to Employees who have sustained a work-related illness or injury, including but not limited to:

- (a) *Workers Compensation Act 1951* (ACT);
- (b) *Safety, Rehabilitation and Compensation Act 1988* (Cth);
- (c) *Workplace Injury Management and Workers Compensation Act 1998* (NSW);
- (d) *Workers Compensation Act 1987* (NSW);
- (e) *Return to Work Act 2015* (NT);
- (f) *Workers’ Compensation and Rehabilitation Act 2003* (QLD);
- (g) *Return to Work Act 2014* (SA);
- (h) *Workers Rehabilitation and Compensation Act 1988* (TAS);
- (i) *Workplace Injury Rehabilitation and Compensation Act 2013* (VIC);
- (j) *Workers’ Compensation and Injury Management Act 1981* (WA); and
- (k) *Accident Compensation Act 2001* (NZ).

“WHS Legislation” refers to the applicable legislation, regulations and rules setting out the obligations of ARA Group with respect to the health and safety of its Employees, including but not limited to:

- (a) *Work Health and Safety Act 2011* (ACT);
- (b) *Work Health and Safety Act 2011* (Cth);
- (c) *Work Health and Safety Act 2011* (NSW);
- (d) *Work Health and Safety (National Uniform Legislation) Act 2011* (NT);
- (e) *Work Health and Safety Act 2011* (QLD);
- (f) *Work Health and Safety Act 2012* (SA);
- (g) *Work Health and Safety Act 2012* (TAS);
- (h) *Occupational Health and Safety Act 2004* (VIC);
- (i) *Occupational Safety and Health Act 1984* (WA); and
- (j) *Health and Safety at Work Act 2015* (NZ).

“Workplace” means any place where work is carried out for ARA Group, and includes any place where an Employee goes, or is likely to be, while at work. This may include office locations, warehouses and workshops, construction sites, vehicles, the Employee’s home, and other mobile structures on land or water.

2 Injury management generally

- 2.1 ARA Group shall report significant Workplace injuries to its workers’ compensation insurer within forty-eight (48) hours of the occurrence of such injury, or within seven (7) days where the injury is not a significant injury.
- 2.2 To the extent to which it is able, ARA Group will communicate with the Returning Employee to ensure they are fully informed of all their rights and obligations regarding workers’ compensation and rehabilitation.
- 2.3 Irrespective of whether the illness or injury is work related or not, ARA Group is committed to assisting Returning Employees return to work safely, in a timely manner.

3 Returning to work/Rehabilitation

- 3.1 ARA Group appreciates that returning to work for the Returning Employees may pose difficulties and as such may require adjustments to be made. Accordingly, this section 3 sets out the specific measures ARA Group has in place or otherwise undertakes to successfully re-integrate the Returning Employee into the Workplace.
- 3.2 Both ARA Group and the Returning Employee must commit, participate and fully co-operate in achieving the objectives set out in this Policy.
- 3.3 In accordance with Legislation, ARA Group shall appoint a Co-ordinator for the purposes of supporting the rehabilitation of and/or the return to work of the Returning Employee. The Co-ordinator and Returning Employee, amongst other things, shall:
 - (a) regularly communicate and consult honestly on rehabilitation and the development of a return to work plan (**RTW Plan**) for the Returning Employee;
 - (b) co-ordinate the Returning Employee’s recovery and subsequent return to work;
 - (c) liaise with everyone involved with the Returning Employee’s rehabilitation and return to work, including any insurer of ARA Group;
 - (d) liaise with ARA Group to facilitate the Returning Employee’s return to work;
 - (e) liaise with the Returning Employee’s treating doctors to ensure that the return to duties is safe;
 - (f) organise as required for an independent medical examination to clarify any medical issues associated the Returning Employee’s RTW Plan, including the provision by ARA Group of suitable duties;
 - (g) as required, develop and prepare, monitor and review a recover at work or RTW Plan for the Returning Employee; and
 - (h) keep confidential records, including records of the Returning Employee’s return to work.
- 3.4 ARA Group will participate and cooperate with the Co-ordinator for the purposes of developing and implementing an appropriate RTW Plan. The Plan will include details of all the return to work activities and treatment services available for the Returning Employee as applicable.
- 3.5 ARA Group will endeavour to provide the Returning Employee suitable duties to undertake upon their return to work and will make adjustments, as appropriate, to facilitate the Returning Employee’s return to work in accordance with the medical certificate provided by the nominated treating doctor.

4 Open communication

To the extent permitted by law, ARA Group adopts an open communication policy regarding the return to work of the Returning Employee and both ARA Group and the Returning Employee will ensure to the best of their capabilities to co-operate and participate in the rehabilitation of the Returning Employee.

5 No disadvantage for Returning Employee

Under no circumstance whatsoever shall the Returning Employee be disadvantaged whilst undertaking rehabilitation or otherwise returning to work. ARA Group will cooperate with the Returning Employee to ensure their successful return to work.



Edward Federman
Chief Executive Officer

12 December 2023

Date