

# Health, Safety & Environment Committee Charter

Service Stream



This charter sets out the objectives, authority, operational mechanics and responsibilities of the Health, Safety & Environment Committee (the Committee) which is a committee of the Board of Service Stream Limited.

## 1. Preliminary

### 1.1. Purpose of the Committee

- a) The purpose of the Committee is to assist the Board and guide the implementation, operation and effectiveness of the Group's health, safety and environment policies ensuring compliance with all relevant legal obligations within the Committee's responsibilities.
- b) The Committee will oversee and monitor the promotion, establishment and integration across Service Stream of sustainable health, safety and environmental management practices as the foundations of good management and good business. It will achieve this working within the corporate strategy, the risk management framework and the people and culture priorities of the Company.
- c) The Committee's mission is to support the Service Stream Value, "We CARE about the safety of our people, our customers and the community". The Committee will do this through overseeing the development, promotion and monitoring of sustainable health, safety and environmental practices for all employees and visitors to our facilities. In implementing its mission, the Committee is committed to enhancing shareholder value.

### 1.2. Authority

- a) The Committee reports to the Board of Service Stream and its scope extends across all aspects of the Company's operations.
- b) The Board authorises the Committee, within the scope of its responsibilities to seek any information it requires from:
  - Any employee (who is directed to cooperate with requests made by the Committee)
  - External parties
  - Any source of appropriate professional advice
  - Company Officers in attendance at meetings

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## 1.3. Membership

- a) The Committee will consist of at least three members (excluding the secretary), of whom one will be the Managing Director.
- b) The Chairman of the Committee will be appointed by the Non-Executive Directors of the Committee.
- c) The secretary of the Committee will be the Company Secretary, or such other person as nominated by the Non-Executive Directors of the Committee.

## 1.4. Meetings

- a) Meetings shall be held not less than four times a year. Special meetings may be convened as required. The Committee will endeavour to hold as many meetings as practical at Service Stream business unit locations.
- b) The Chairman is required to convene a meeting of the Committee if requested to do so by any member of the Committee or the Board.
- c) A quorum for any meeting will be three members with a minimum of two Non-Executive Directors present.
- d) The Committee may invite such other person to its meetings as it deems necessary.
- e) All directors who are not members of the Committee will have the right to attend meetings of the Committee.

## 1.5. Reporting

- a) The Committee will keep minutes of its meetings. The Secretary will circulate the draft minutes to all members of the Committee for comment before the Chairman signs them. The minutes will be included in the Board papers of the Board meeting following the Committee meeting.
- b) The Committee will regularly update the Board about its activities and make appropriate recommendations to it.

## 2. Roles and Responsibilities

### 2.1. Committee Responsibilities

- a) Oversee the application of relevant policies to the operations of the Group, recognising that good business practice is enhanced by appropriate policies for health, safety and environment matters.
- b) Encourage the integration of relevant principles across the operations of the Group.

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- c) Review the effectiveness of our practices including setting performance benchmarks, identifying opportunities for enhancement and making recommendations to the Board where appropriate.
- d) Review the results of external and internal audits for all operations and the effectiveness of systems relevant to the Committee's mission and monitor the timely implementation of all recommendations.
- e) Report to each full meeting of the Board about Committee activities, including a review of health, safety and environment reporting to the Committee and external reports and make appropriate recommendations.
- f) In addition to other policy responsibilities documented in the Charter, the Committee is responsible for the maintenance of the policies documented in Appendix 1.

## 2.2. Members' Responsibilities

- a) Oversee the creation and maintenance of a framework through which the Company applies all health, safety and environmental rules and procedures.
- b) Promote a culture where health, safety and environment issues and objectives are managed proactively.
- c) Making recommendations to the Board and the Business on allocation of funds/resources necessary to implement health, safety, environment and quality activities.

## 2.3. Group Head of Safety Responsibilities

- a) Promote a culture where health, safety and environment issues and objectives are managed proactively.
- b) Serve as a resource to the Committee on health, safety and environment matters and issues.
- c) Review all serious accident investigation reports.
- d) Conduct health and safety inspections and prepare reports.

## 2.4. Evaluation of the Committee's Performance

- a) The Committee will review its performance annually in regard to the principles and requirements of this charter.
- b) After completion of the annual review, the Committee's charter will be reviewed, and any required recommendations made to the Board, to reflect any changes to Committee's responsibilities, activities and practice.

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## Appendix 1

In addition to the responsibilities documented in Section 2 of this Charter the Committee is responsible for the maintenance of the Policies noted below. The Committee is empowered to delegate responsibility for the development and implementation of supporting policies and procedures in relation to the responsibilities of the Committee.

Policy	Approval	Review Period
<b>Board</b>		
Board Charter	Board	Annually
Corporate Governance Statement	Board	Annually
Code of Conduct	Board	Two years
Reserved Powers Policy	Board	Annually
Vision and Values	Board	
Constitution of Service Stream Limited	AGM	
<b>Audit &amp; Risk Management Committee</b>		
Audit & Risk Management Committee Charter	Board	Annually
Risk Management Policy	Board	Annually
Risk Management Framework	Board	Two years
Board Risk Appetite Statement	Board	Annually
Whistleblower Policy	Board	Two years
Anti-Bribery & Corruption Policy	Board	Annually
Continuous Disclosure Policy	Board	Annually
Securities Trading Policy	Board	Two years
Financial Risk Management Policy	Board	Two years
Tax Risk Management Policy	Board	Annually
Privacy Policy (Employees and Subcontractors)	Board	Two years
Modern Slavery Statement	Board	Annually
Authority Delegations Policy	Board	Two years
Conflicts of Interest Policy	Board	Annually
Business Resilience Policy	Board	Two years
Non-Audit Services Policy	Board	Annually
<b>Health, Safety &amp; Environment Committee</b>		
Health, Safety & Environment Committee Charter	Board	Annually
Health and Safety Policy	HSE	Two years
Environmental Policy	HSE	Two years
Quality Policy	HSE	Two years
Workplace Rehabilitation Policy	HSE	Two years
Motor Vehicle Policy	HSE	Two years
<b>Remuneration &amp; Nomination Committee</b>		
Remuneration & Nomination Committee Charter	Board	Annually
Diversity, Equity & Inclusion Policy	Board	Two years
Remuneration and Reward Policy	Board	Annually