

JTH Asset Management Pty Ltd is committed to ensuring the health, safety, and wellbeing of all employees. This Fitness for Work Policy outlines our guidelines to assess and manage the fitness of employees to perform their duties effectively and safely. JTH is dedicated to fostering a safe and healthy work environment for all employees and our commitment extends to ensuring that employees are both physically and mentally fit to carry out their duties when presenting for work through proactive employee engagement.

This policy applies to all individuals associated with JTH Asset Management, including employees, subcontractors, and visitors, while they are on our premises or engaged in company-related activities. It is incumbent upon all parties to adhere to the principles outlined in this policy to ensure the safety and well-being of themselves and others.

The purpose of this policy is multi-faceted, encompassing the following objectives:

- Promote the health and safety of employees, contractors, visitors, and all individuals affected by our operations.
- Establish clear guidelines for determining and maintaining employee fitness for work (FFW).
- Mitigate risks associated with impaired performance due to physical or mental health issues, thus enhancing overall workplace safety and productivity.
- Ensure employee drug and alcohol testing is performed as per Company and Site procedures.
- Ensuring employees have access to JTH's Employee Assistance Program as a means of support for anyone dealing with personal or work caused issues impacting their fitness for work.

Employees are required to promptly report any illness, injury, or medication that may affect their fitness for work to their supervisor. Supervisors, in turn, are responsible for promptly addressing any concerns regarding an employee's fitness for work and taking appropriate action to uphold JTH safety standards.

This policy statement shall be displayed at our JTH office in Mackay and is communicated to employees during our Safety Induction, and accessible via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors of JTH Asset Management endorse this policy to confirm their personal commitment to achieving a safe work environment by ensuring employees have the knowledge and skills to self-manage and to report to their supervisor if physically or mentally impaired.

JTH IS COMMITTED TO PROVIDING A SAFE WORKPLACE THOROUGH RESPONSIBLE MANAGEMENT.

Jason Trannore | Director

Dan Hollis | Director

Always refer to SharePoint for the latest version

Document Number: JTH-POL-0006 | Revision Number: 2 | Revision Date: 20/02/2025 | Page 1 of 1