

FITNESS FOR WORK POLICY

Pan Process is committed to ensuring that all employees are fit for work. The Company's employment policies provide a framework for the provision of employment in accordance with relevant legislation and principles of mutual obligation and respect.

It is the responsibility of the employee to ensure they are fit for work in accordance with the employee's duty of care. "Fit for Work" means that an individual is in a physical, mental and emotional state which enables the employee to perform their assigned duties effectively, in a manner which does not threaten their own or others' well-being. It is essentially the responsibility of the employee to manage personal factors, which impact on their ability to perform the required work, unimpaired and to the full extent of their capability.

At all times, an employee's fitness for work shall be determined by the Supervisor or Manager, either through observation of the employee, or through recognised methods of testing. In support of this policy, Pan Process shall:

- maintain a work environment and system of work, which does not adversely impact on the employee's health and which recognises the need to ensure the fitness of employees to perform their duties;
- utilise a range of strategies to monitor employee fitness for work, managing continuous improvement and operate in accordance with relevant legislation and Codes of Practice;
- ensure that all subcontractors and business partners comply with this policy.

In the event that the employee requires assistance to resolve personal issues, which impact on their fitness for work, the services of the Company's employee assistance program (EAP) may be provided.

Where fitness for work impairment factors are within the control of the employee and the employee renders themselves unfit for work, the matter shall be dealt with in accordance with documented Company disciplinary procedures.

A blue ink signature of Dave Edwards, consisting of stylized initials and a surname.

Dave Edwards
Managing Director
20 July 2012

A blue ink signature of Dave Lunn, consisting of stylized initials and a surname.

Dave Lunn
Director
20 July 2012