

### 1. Version Control

Version	Date	Author	Approved by	Signature
1	22/03/2024	Ali Kader	Nick Somes	
2	19/08/2025	R. Ridd	Nick Somes	NS

### 2. Purpose

The purpose of this policy is to

- Assist employees considering requesting workplace flexibility,
- Assist managers considering, managing and responding to requests, and
- Outline expectations, responsibilities and procedures for employee who request or are mandated by ecoDynamics Group to perform their duties remotely.

We believe that well-structured remote work arrangements can be a win-win situation for both employees and the company. We encourage open communication and feedback to continuously improve our policies and procedures surrounding remote work.

### 3. Application

This policy applies to all employees of ecoDynamics Landscaping, ecoDynamics Mulch, ecoDynamics Services, and ecoDynamics Nursery divisions, collectively referred to as the ecoDynamics Group.

Not all types of flexibility will be available to all employees. Some roles cannot be adequately performed offsite. The opportunity to work remotely will be extended to employees based on the suitability of their role.

### 4. Request to work remotely

Employees may request workplace flexibility and ecoDynamics will consider requests and take into account all relevant facts and circumstances when deciding whether or not to agree to the request. Typically, remote work requests are approved on a hybrid basis for 1-2 days per week. An agreement will be reached between the employee and their manager on the number of hours or days the employee can work remotely. The days worked remotely should occur on days that are convenient to the business.

## 5. Remote work equipment and accessibility

ecoDynamics will provide employees with IT equipment that enables the employee to work from the office which can be used to work remotely. This includes safety gear, a laptop, charger and office resources as required. This equipment will be maintained when it is returned to the work location.

Employees are responsible for any and all costs associated with working remotely. This includes internet access and any equipment or modifications that are identified when the location is assessed for WHS.

Employees must be accessible during agreed work hours. Remote workers are expected to maintain professionalism in their conduct and communication.

## 6. Safety requirements

Under Health and Safety legislation, ecoDynamics has an obligation to ensure the health and safety of all employees while they are at work. In terms of working from home, the part or parts of the employee's residence where work is to be carried out needs to be approved for use as a 'workplace'. Both the employee and the manager need to make sure that all necessary areas are designated for use as a workplace. This includes the employee's office, as well as the toilet, bathroom, kitchen and passageways leading to and from those areas.

Employees need to complete and sign the Employee Remote Work Safety checklist before any remote working commences. If the audit outcome is unsatisfactory, HR can refuse or renegotiate the commencement of any work from home agreement until the unsatisfactory issues are rectified.

Employees are accountable for maintaining a safe working environment at home and moderating their health and safety as well as others. Alterations in their work circumstances or potential health and safety risks must be reported to ecoDynamics Group HSEQ Manager.

## 7. Data and Property Security

Remote workers share the responsibility of shielding property, equipment, and information against theft and unauthorised access. Employee must adopt measures to secure ecoDynamics Group assets at their home.

Employees must use the equipment strictly for official company purposes and surrender all equipment upon termination of the remote work arrangement.

## 8. Policy review

Remote work arrangements can be re-assessed by ecoDynamics Group at any time. EcoDynamics may make changes to this policy from time to time within its complete discretion

## 9. Related Policies

- Code of Conduct
- Group Grievance Resolution Policy and Procedure
- Group Workplace Health and Safety Policy

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*Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.*

*This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.*

*Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Human Resources*