

APG's core workplace values are Teamwork, Integrity, People, Passion and Safety. APG endeavors to apply these values to all business operations.

Any personal information obtained by APG will be managed in accordance with our commitment and obligations under the Australian Privacy Principles (APP's) stipulated within the Privacy Act 1988 (Cth). It is APG's policy to respect the confidentiality of information and the privacy of individuals in line with our core value of integrity.

APG collect personal information about clients, prospective clients, consultants, suppliers, shareholders, candidates for employment and employees. Personal information includes but is not limited to any information requested by an APG Representative / Manager or an opinion about you regarding work performance. This can include things such as name, address, telephone number, email address, date of birth, age, gender, marital status, banking and superannuation details, credit card details, drivers licence and other occupational licence details, passport number, tax file number, photographs, sensitive information including medical history, records and reports, information about financial status, credit history and insurances, proof of right to work in Australia, or with children, resumes, qualifications, next of kin, employment history, criminal history, and references.

APG collects this information as reasonably necessary in order to fulfil obligations including State and Federal Regulatory requirements and/or directives. Individuals are not required to provide personal details, however, failure to do so could impact APG's ability to fulfil our obligations.

Provision of personal and sensitive information is considered consent to APG's collection and use of it for the required purposes. Your information will be collected by the following means:

- ▶ A completed registration online;
- ▶ Application for Employment;
- ▶ References about you;
- ▶ Results of any competency and / or medical tests;
- ▶ Performance feed back;
- ▶ Any complaint from or about you;
- ▶ COVID-19 vaccination status, medical exemption certificates, forms or COVID-19 testing information;
- ▶ Any further information that you provide.

APG takes reasonable steps in protecting personal information. Access to any electronic information is password protected and physical documents are stored in a secured environment. All APG internal employees have been trained on the importance of upholding privacy and confidentiality when it comes to your personal information and any breach of this, will result in applicable disciplinary action.

APG may disclose and provide your personal information in the following circumstances to:

- ▶ Potential and current clients;
- ▶ Any auditing processes (including pay slips) required as part of business operations;
- ▶ Trusted third parties;
- ▶ Relevant APG Internal employees;
- ▶ Any party with a lawful entitlement requesting information.

#### COVID-19

APG is committed to protecting the health and safety of our employees, candidates and interested parties within our internal branches and host site premises. To minimize the risk of outbreak of

COVID-19 at any of our internal branches and host sites, APG will not permit anyone showing COVID-19 Symptoms to attend any host or internal branch site (including fever, sore throat, dry cough, and shortness of breath). APG may also implement other conditions of entry from time to time. APG along with our host sites may conduct rapid antigen testing (RAT) and / or collect your temperature as a condition of access to branches / sites to ensure that anyone showing COVID-19 symptoms complies with the Federal and relevant State and Territory public health advice, directives, and testing / self-isolation guidelines. APG may also require you to provide us with information as required by applicable Commonwealth, State or Territory laws (including public health orders) or as required to satisfy any workplace policies or conditions of entry set by APG and/or our Host Site. This may include such evidence relating to your COVID-19 vaccination status, medical exemption certificates, forms or COVID-19 testing information (including evidence that a test has been taken, date of the test and the results of that test). APG will disclose your personal information to the Host site where you are placed, medical professionals and government authorities, if required or are authorized to do so by law, including for contact tracing efforts. Information about your vaccination status will be stored in a secure environment within Australia. APG will regularly review whether we need to retrain this information as the Government and health advice evolves. Steps will be taken to destroy or de-identify the information when it is no longer required.

You are entitled to request the details of your personal information in writing and will receive a response within a reasonable time. If we refuse your request, APG will explain the reasons for this and provide guidance for escalation.

Director:

Date: 10/11/2021