

## Condition of Approval Submission – CoA E115 Employee Code of Conduct

**Project Name:** A2I | Albury to Illabo

**Project Portion:** Project wide – All sites

**Date:** 16 December 2024

In accordance with Critical State Significant Infrastructure (CSSI) SSI-10055, Condition of Approval (CoA) E115 Martinus hereby provides the Employee Code of Conduct (Appendix A) for both your records and submission to the Planning Secretary for information.

As outlined in Section 14 of the code of conduct, the document has been prepared by the Martinus HR/IR Manager as a suitably qualified person in accordance with the requirements of CoA E115.



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**Name:** Mr Chris Standing  
**Role:** Environment and Sustainability Manager

# **Appendix A**

## Employee Code of Conduct

# Inland Rail Albury to Parkes Employee Code of Conduct MR-A2P-HS-001

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## 1. GLOSSARY

Specific terms and acronyms used throughout this plan are listed and described in Tabel 1 below.

**TABLE 1: DEFINITIONS**

TERM	DEFINITION
A2P	Inland Rail Albury to Parkes Enhancement Project
ARTC	Australian Rail Track Corporation
CSSI	Critical State Significant Infrastructure
ER	The Environmental Representative(s) for the CSSI approved by the Planning Secretary
HR/IR	Human Resources/Industrial Relations
IR	Inland Rail Pty Ltd
Martinus	Martinus Pty Ltd
Project Accommodation	Any accommodation occupied by project personnel whilst working on the project including rooms, common areas, car parks and grounds of the accommodation facility.
Project Personnel	Any person engaged to perform work on the project including Martinus employees, Suppliers/Subcontractors and their employees engaged on the project and Visitors to Martinus project sites and offices.
Project Supervisors	Project Supervisors are all project personnel responsible for managing workers on the project including PMO Managers, Regional Managers, General Superintendents, Superintendents, Supervisors and Leading Hands.
Public Places	Public places includes any public areas where project personal may be present in during the project including
The Code	Employee Code of Conduct
The Project	Inland Rail Albury to Parkes Enhancement Project
Work site	Includes any area upon which work is to be performed and is taken to include any location or vehicle where a person is being paid or employed to undertake works.

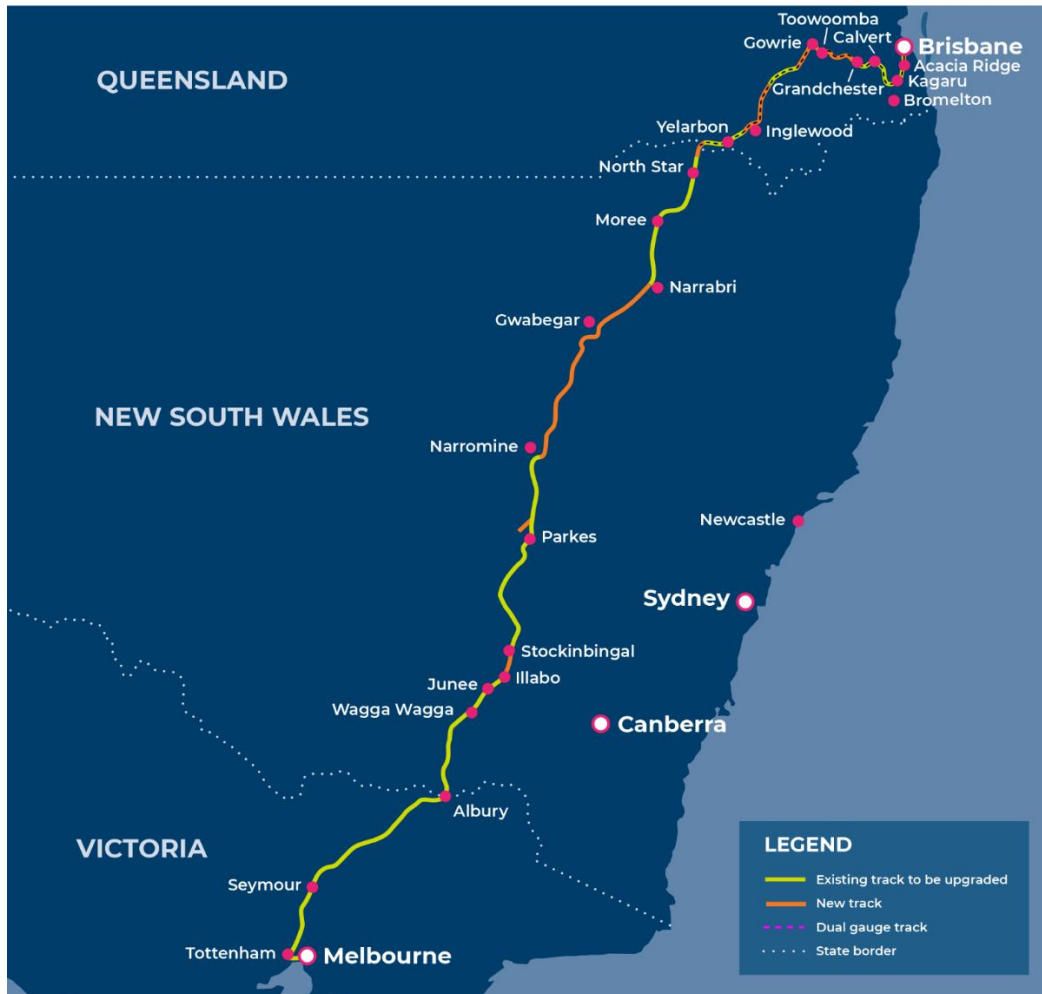
## 2. INTRODUCTION

### 2.1 Inland Rail

The Australian Government has committed to building a significant piece of national transport infrastructure by constructing a high performance and direct interstate freight rail corridor between Melbourne and Brisbane, via central-west New South Wales and Toowoomba in Queensland. Inland Rail is a major national project that will enhance Australia's existing national rail network and serve the interstate freight market. The Inland Rail route, which is about 1,700 kilometres (km) long, involves:

- Using the existing interstate rail line through Victoria and southern New South Wales
- Upgrading approximately 400km of existing track, mainly in western New South Wales
- Providing approximately 600km of new track in northern New South Wales and south-east Queensland

Inland Rail has been divided into 13 projects, seven of which are in New South Wales. Refer to Figure 1 for map of proposed Inland Rail route from Melbourne to Brisbane.



**FIGURE 1: RAIL ALIGNMENT**

## 2.2 Albury to Parkes (A2P)

As part of the Inland Rail program of projects, the Australian Rail Track Corporation (ARTC) has appointed Martinus as the delivery contractor for the Albury to Parkes (A2P) project, which comprises the brownfield sections between Albury and Illabo and Stockinbingal to Parkes. The greenfield portion between Illabo to Stockinbingal is not a part of the A2P project scope.

The A2I portion is Design and Construct works and is subject to an Environmental Impact Statement, with anticipated approval in Q2 2024. The S2P portion comprises both Construct-Only and Design and Construct works and is subject to a Review of Environmental Factors which has been assessed and approved.

The Project will be delivered under an Incentivised Target Cost contract.

## 2.3 Project scope

This Incentivised Target Cost project is typically an Enhancement project where ARTC has identified the Albury to Illabo and Stockinbingal to Parkes tracks to be authorised for double-stacked freight container trains.

Within the A2I section there are twenty (20) Design and Construct projects.

Within the S2P section there are two (2) Construct only projects (Daroobalgie New Loop and Wyndham Avenue track lowering) and seven (7) Design and Construct (D&C) projects.

The Design & Construct scope typically includes works associated with route clearance to accommodate the new F2M clearance envelope, necessary to accommodate the double-stacked freight container trains and this includes.

- Structure Modifications
- Track reconfigurations
- Bridge replacements
- Track lowering
- Track Slews
- Bridge removal

## 2.4 Site location

The Albury to Parkes Project is split into two areas (A2I and S2P) – refer Figure 2.



**FIGURE 2: ALBURY TO PARKES AREA SPLIT**

### 3. PURPOSE

Martinus is committed to ensuring the successful delivery of the Inland Rail Albury to Parkes Enhancement Project with minimal impact to the communities in which we are working in, and with the health and wellbeing of our workforce in mind. As such, we have developed the Employee Code of Conduct (the Code).

The Code sets out:

- The ethical standards of behaviour and conduct of project personnel on and off the work site, including when driving on public roads;
- Disciplinary action processes where behaviour and conduct does not meet the ethical behaviour standards; and
- Processes for responding to and addressing community complaints about the behaviour and conduct of project personnel.

### 4. COMPLIANCE

This Employee Code of Conduct has been prepared in accordance with Conditions of Approval (CoA) E115-E117 for Albury to Illabo (A2I) section of the project. The CoA requirements relevant to the preparation of this Code of Conduct and where they are addressed are listed below in Table 2.

**TABLE 2: CONDITIONS OF APPROVAL REQUIREMENTS**

CoA No.	CONDITIONS OF APPROVAL REQUIREMENT	ADDRESSED
E115	The Proponent must prepare and implement an Employee Code of Conduct for employees and contractors involved in the construction of the CSSI. The Code of Conduct must be prepared by a suitably qualified and experienced person(s) in the human resources sector for submission to the Planning Secretary for information prior to work commencing. The Code of Conduct sets out the ethical standards that employees are expected to adhere to in the construction site and interaction with the local community.	This document
E116	The Employee Code of Conduct applies to all employees on the CSSI site and those living in the community in the surrounding towns. The Employee Code of Conduct must: <ul style="list-style-type: none"> <li>a) Set out the ethical standards for the behaviour and conduct of employees on and off the site, including for driving on public roads;</li> <li>b) Include disciplinary actions where employee behaviour and conduct do not meet the ethical behaviour standards; and</li> <li>c) Processes for responding to and addressing community complaints about the behaviour and conduct of employees.</li> </ul>	Sections 5 – 13
E117	The Employee Code of Conduct must be reviewed 12 months after approval and annually thereafter for the duration of construction. Updates to the Code of Conduct must be approved by the ER. The updated Code of Conduct must be provided to the Planning Secretary for information within one month of approval.	Section 14



## 5. SCOPE

The Code applies to all project personnel engaged on the A2P project. Project personnel includes:

- Martinus employees;
- Suppliers/Subcontractors and their employees engaged on the project; and
- Visitors to Martinus work sites and offices.

The Code applies to:

- A2P project work sites and offices;
- Project accommodation;
- Within local townships and surrounding areas to work sites and project accommodation; and
- All travel between work sites, the workers home base and project accommodation.

## 6. CONDUCT

### 6.1 General

Conformity with the standards of behaviour set out in the Code is expected for the benefit and wellbeing of all project personnel and members of the community.

Project personnel must always conduct themselves professionally and respectfully, and in a manner that upholds safety as a priority, remembering that they are representing Martinus and the Inland Rail Project.

Unacceptable conduct on the Project will not be tolerated and will be treated as misconduct or serious misconduct. The Project has a zero-tolerance approach to anti-social behaviour.

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on severity of the incident, however some specific examples of misconduct and serious misconduct are provided below.

### 6.2 Misconduct

The following forms of unacceptable conduct constitute misconduct. Acts of misconduct will not be tolerated and may lead to disciplinary action. Examples of misconduct include but are not limited to the following:

- Any breaches of behavioural expectations as set out in this document;
- Breaches of any project rules, policies, procedures or regulations that places, or has the potential to place the safety of any project personnel or community member at risk or cause injury;
- Behaviour in the community that disrespects expected standards of behaviour or that damages, or has the potential to damage the reputation of Inland Rail, ARTC or Martinus;
- Interaction with or divulging of information to any media outlet or representative, or through any media forum regarding anything related to the Project, Inland Rail ARTC, Martinus or other related entities;
- Public posts or comments on any type of social media forum in relation to Inland Rail, ARTC, or Martinus;
- Persistent absenteeism and/or lateness, or ongoing unauthorised absences from work;
- Failure to wear appropriate personal protective equipment (PPE) including footwear and clothing;
- Failure to carry out all reasonable instructions or follow rules and procedures;
- Unauthorised use, negligent damage or loss of project property;

- Failure to report immediately any damage to property or premises caused by you;
- Failure to report any injury or incidents;
- Smoking in any designated 'No Smoking' areas;
- Gambling or the use of gambling devices during working hours on work sites; and
- Taking of unauthorised photographs or video footage.

## 6.3 Serious Misconduct

The following forms of unacceptable conduct constitute serious misconduct. Acts of serious misconduct will not be tolerated and will result in disciplinary action up to and including termination of employment and/or permanent removal from the project. Examples of serious misconduct include but are not limited to the following:

- Breaches of the law or project safety procedures and/or regulations that result in or have the potential to result in serious and/or life-threatening injury to anyone involved on the project or in the community;
- Continual and/or severe breaches of any project rules, safety legislation, regulations, Codes of Practice and the like (including repeated acts of misconduct);
- Irresponsible use, tampering or misuse of fire protection or safety equipment including fire extinguishers and smoke alarms;
- Possession or use of weapons (including fixed blade and non-lockable pocket or carton knives), firearms or ammunition;
- Drug and alcohol abuse, including:
  - Reporting for work while under the influence of alcohol and/or illegal drugs;
  - Inappropriate alcohol and/or drug induced behaviour; and
  - Distribution or sale of illegal drugs and/or alcohol.
- Urinating or defecating outdoors in and around the work sites, project accommodation or public places;
- Offensive, intimidating or violent behaviour;
- Any form of harassment, discrimination or vilification, including that relating to race, colour, religion, sexuality, gender identity, age, nationality, ancestry, disability (physical and mental), marital or socio-economic status;
- Theft, vandalism or wilful damage or interference to project, public and/or personal property;
- Intentionally, negligently or carelessly trespassing, or entering any area without permit or enter restricted access areas including unapproved access to private property;
- Failure to comply with lawful and reasonable work instructions, including a refusal to perform assigned work, and/or alternative duties, etc.;
- Falsification of project records, including timesheets, leave records, site diaries, dockets etc.; and

## 7. HEALTH AND SAFETY

At all times, project personnel must conduct themselves with due regard to the health and safety of themselves, other project personnel and community members. Activities or behaviours that place any person at risk of injury or illness will be subject to disciplinary action. Each person is responsible for their safety and the safety of those around them.

### 7.1 Site Approval

Only authorised persons and vehicles are allowed entry to project work sites.

All project personnel must adhere to the project onboarding requirements as set out in *MR-A2P-WP-007- Onboarding Role Essentials and Requirements*. Knowingly mobilising to the project and/or entering a work site without meeting all project onboarding requirements will be considered a breach of the Code and will be treated as such.

All visitors must comply with the project's conditions of entry including undertaking the required induction prior to arrival, wearing the required PPE and providing identification. Visitors must not enter work sites without a Martinus escort.

## 7.2 Personal Protective Equipment

The minimum personal protective equipment (PPE) to be worn while working on the project and while present on Work Sites (other than in offices, crib sheds and vehicles), is:

- Orange long sleeved high visibility shirt with X back;
- Long trousers;
- Hard hat with brim;
- Safety boots;
- Gloves (carried and worn when required);
- Safety glasses compliant with AS 1337; and
- Hearing protection (carried and worn when required).

Project Personnel must adhere to PPE requirements as set out in the *5-0052-214-PMA-00-PL-0036\_0 - A2I/S2P Project Safety Management Plan*.

Supplier/Subcontractors must ensure their workers are provided with sufficient quantities of the required PPE prior to their mobilisation to the Project.

## 7.3 Driving

Project personnel must drive courteously and safely in accordance with the Code, road rules and relevant legislation. Breaches of road rules that may cause danger to the driver, other road users or pedestrians constitutes serious misconduct that may result in disciplinary action up to and including removal of company issued vehicles, removal from the project and termination of employment.

Drivers must not:

- Drive under the influence of drugs or alcohol;
- Use a hand-held mobile phone while driving;
- Use a personal sound system connected via an earpiece or headphones;
- Carry dangerous goods, unless required to do so for business purposes;
- Carry a load greater than the designated carrying capacity of the vehicle; and
- Use the vehicle for any unlawful purpose.

Project personnel must take precautions to prevent theft, damage or misuse of the vehicle and always park the vehicle in a safe and secure manner.

## 8. ACCOMMODATION

It is expected that whilst project personnel are occupying project accommodation, that they adhere to the expectations set out in the Code, in addition to the accommodation's own policies.

Project personnel who reportedly breach the Code or an accommodation provider's policies are subject to investigation and disciplinary action in accordance with section 12.

## 9. COMMUNITY

From time to time, project personnel will interact with local community members. This may occur:

- During work hours whilst carrying out your duties in public areas;

- Outside of work hours/during personal time in public areas; and
- Whilst travelling on public roads between work sites and accommodation or your home base.

Martinus expects that all project personnel adhere to the following at all times:

- Be polite and respectful when interacting with community members and local stakeholders;
- Do not enter private property without prior authorisation;
- Ensure any gates passed through on private properties are left as found;
- Ensure the appropriate authorities and permits are in place prior to accessing a new work site;
- Do not be rude, unprofessional or disrespectful; and
- Remember that you are representing Martinus and the Inland Rail Project, regardless of who you work for.

All project personnel are required to complete Martinus's A2P Community Relations Induction prior to commencement on the project. The induction provides project personnel with an outline on interfacing with the community whilst working on the project.

## 10. ENVIRONMENTAL AND CULTURAL HERITAGE

Project personnel will be made aware of the project's environmental obligations (including CEMP and subplan requirements), including ecological sensitivity and cultural heritage, and of the impact their actions may have on the local environment and cultural artefacts. Project personnel will also be made aware of the crucial importance of cultural heritage sites and assist in their preservation by strictly adhering cultural heritage imperatives. This will be achieved via Martinus's Environmental and Sustainability Induction (and additional training where required) which is mandatory for all personnel prior to undertaking work on site, to ensure they are aware of key environmental and heritage compliance obligations.

To minimise their potential impact on the environment, project personnel will:

- Be aware of, and comply with, all relevant Project Environmental Management Systems and procedures;
- Ensure not to discharge water from site and into local drainage lines or waterways;
- Avoid disturbance of all Environmental exclusion zones, including cultural heritage and sensitive ecological areas, unless a permit has been issued from the project Environment team;
- Ensure that all waste and contaminants are disposed of in accordance with the Project's Environmental Management System to avoid land and water contamination;
- Minimise dust emissions, excessive noise and waste; and
- Report all environment incidents in accordance with the Project's Environmental Management System and Procedures.

## 11. ENQUIRIES AND COMPLAINTS

Project personnel will refer to the following protocol if they are approached by the media or community members.

### 11.1 Media Enquiries

Only IR's representatives are authorised to communicate with the media.

If approached by a representative of the media, project personnel are required to:

- Be polite and explain that you are not the best person to speak with about the project;

- Provide the media representative with an Inland Rail A2P contact card or give them the 1800 number;
- Remove yourself from the situation as soon as convenient;
- Contact your Martinus Supervisor and advise them of the enquiry for reporting purposes; and
- Not panic, be rude, use bad language or get physical (i.e. do not attempt to block or remove them).

Supervisors should notify the Martinus Communications and Stakeholder Engagement Manager in the event that a project worker is approached by a media representative.

## 11.2 Community enquiries or complaints

Whilst we expect that most local community members will be welcoming and keenly interested in the project, we understand that from time to time, community members may wish to discuss an issue or concern, or raise a complaint.

If approached by a community member about an issue or complaint, project personnel should:

- Be polite and explain that you are not the best person to speak with about the project but you can find someone who can help them;
- Seek out a Martinus Supervisor to discuss the matter with the community member;
- Provide the community member with an Inland Rail A2P contact card or give them the 1800 number; and
- Not panic, be rude, use bad language or get physical (i.e. do not attempt to block or remove them).

Project Supervisors should:

- Be polite and listen to the concern or complaint;
- Record as much information as possible; and
- Report the Complaint to the Communications and Stakeholder Engagement Manager for resolution.

All complaints from community members will be handled in accordance with the approved Communication Management Plan.

## 12. BREACHES OF THE CODE

All reported breaches of the Code, including those reported by community members, will be investigated by the HR/IR Manager. Misconduct of any kind will be dealt with in accordance with the company's disciplinary action procedure and employment conditions, up to and including termination of employment. Depending on the severity and number of occurrences, disciplinary action may include:

- Suspension during the investigation process;
- Counselling;
- Disciplinary action including first and final warnings;
- Removal of access to project accommodation; and
- Termination of employment.

A serious or repeated breach of the Code of Conduct may result in the immediate withdrawal from the project and accommodation privileges, regardless of where the breach occurred.

## 13. SUPPLIER/SUBCONTRACTOR WORKERS

Upon receipt of a reported breach of the Code by a Supplier/Subcontractor worker, the HR/IR manager will immediately notify the appropriate Supplier/Subcontractor Manager.

Supplier/Subcontractor Managers are required to notify the HR/IR Manager as soon as they become aware of any actual or potential breaches of the Code.

Supplier/Subcontractor Manager's will be responsible for undertaking their own investigation into the reported breach in conjunction with an investigation conducted by the HR/IR Manager. Supplier/Subcontractor Managers will be responsible for conducting disciplinary action related to their own employees in accordance with the Code.

Martinus reserves the right to revoke the approval of any supplier/subcontractor personnel on the Project who is found to have breached the Code in any capacity.

## 14. APPROVAL AND REVIEW

The HR/IR Manager is responsible for the preparation of the Code and any subsequent reviews and updates to the document.

The Code will be reviewed 12 months after approval and annually thereafter for the duration of construction. Updates to the Code of Conduct must be approved by the ER. The updated Code of Conduct must be provided to the Planning Secretary for information within one month of approval.