

Employee Handbook

(protocols are subject to change)

For all companies under Barfoote Group:

- Barfoote Holdings Limited
- Barfoote Construction Whangarei Limited
- Northland Precast Concrete Limited
- Northland Structural Steel Limited

Employee Introduction:

Welcome to Barfoote Group. We are pleased to have you as part of our progressive team and we believe you can contribute to the achievement of our goals and to the bottom line of success and share our commitment to our mission statement.

Barfoote Group is committed to distinctive quality and unparalleled customer service in all aspects of our business. As part of the team, you will discover that the pursuit of excellence is truly a rewarding aspect of your career with Barfoote Group. As a team member, you must "own" the results of your productivity.

This employee handbook contains the key policies, goals, benefits and expectations of Barfoote Group as a ready reference as you pursue your career with the company. Additionally, the handbook should assure good management and fair treatment of all employees. At Barfoote Group, we strive to recognise the contributions of all employees.

Our Expectations:

We regard our staff as being competent. We trust that you will behave in a responsible, professional manner. We therefore expect you to:

- Follow company policy and procedures
- Act honestly and with integrity in all your dealings with our company
- Act in a way that enhances the reputation and standing of the company in the local, national and international communities
- If dealing with the public to be professionally presented and reflect an appropriate image for our company
- Consistently perform your job to the best of your ability, and in a way that is consistent with our mission, goals, values and strategic plan
- Strive to provide a consistent level of quality service to customer and clients and participate in the continuous improvement of all our services
- Be an effective, supportive member of the team
- Be good mannered, respectful of others and team orientated
- Fulfill the expectations of your employment agreement
- Keep management informed of any matters that affect the carrying out of your duties
- Be committed to participating in employee development activities
- Follow a supervisor's instruction
- Be prompt and regular in attendance
- Turn up to work fit, ready and able to work for example, not tired or under the influence of drugs or alcohol and not sick
- Be safe and careful
- Maintain open and honest communication with your supervisor and other management personnel

Job Performance:

If your performance is unsatisfactory, appropriate action will be taken toward involuntary separation from the company. Poor job performance is defined as inability to perform a job in a satisfactory manner, excessive absence or tardiness without adequate justification, exhibiting a lack of interest, carelessness or other unacceptable position. Progressive warning – (1) an oral warning, (2) a written warning, (3) a disciplinary probation for poor job performance, will receive a written statement and counseling which outlines steps for correcting deficiencies.

General:

- Office hours are generally 8am – 4:30pm.
- If last to leave at night, please ensure ALL lights are switched off in your area and main gate is locked.
- Staff members are to "mark" themselves **out of the office** on front notice board (i.e. time of arrival back into the office).
- Meeting room must be booked (book is located at reception) for meeting to avoid clashes with other staff members.
- If you have been supplied with a staff uniform, it must be worn at all times where possible. See under Health and Safety for safety gear requirements.
- Ensure that EVERY item ordered has a corresponding purchase order form attached - no purchase order, the

- goods / items will not be purchased.
- For any information technology (IT) problems, all contact with contact with Dion McCracken (Slammit) are to be directed through reception.
- Staff are expected to attend Friday morning group meetings (8am) and co ordination meetings.

Communication:

- Internal and external messages should be replied to by the end of the day you have received that email (where possible).
- Phone messages should be replied to by the end of the day you have received that message (where possible).
- Personal text messages are to be kept to a minimum during work hours.
- Staff are expected to reimburse the company for personal calls made on company mobile phones. Personal phone calls are to be kept to a minimum during work hours. Each staff member will be allocated \$20.00 per month allowance for personal calls. Any amount over this level is to be paid to Barfoote Group.

Motor Vehicles and Fuel Cards:

- All contact with vehicle and fuel suppliers (repairs, renewals, etc) are to be directed to the receptionist.
- Far North Fuel (FNF) purchase receipts are to be submitted to reception on a regular basis for month end reconciliation.

Absent From Work:

Good attendance is crucial for the smooth running of Barfoote Group and not only affects our production and customer, but also your colleagues' ability to do their job well.

If unable to report for work or if you will be late, you must report in by telephone to your supervisor or to reception as soon as practical in the morning. Do not text or email. If you reach the answer phone, you need to clearly state:

- Your full name
- Supervisors name
- The reason for your absence
- A contact phone number (in case your supervisor needs to call you back)

Annual leave is to be made (on standard form) to the General Manager (GM) for managers and to the Department Manager for staff for sign off.

Payroll:

Each Thursday fortnight your pay for the previous fortnights work will be in your bank account.

Each employee is paid on a fortnightly basis in arrears by direct credit into a nominated bank account. The pay period is from Monday to Sunday. Pay slips are printed and available on Wednesday. The money is paid into the bank on Wednesday night and appears in your account on the Thursday.

It is the responsibility of each employee to ensure the Finger Recognition Scan is completed daily in a timely manner. Please make sure you clock in and out according to work schedules. If you forget to clock in and out, you may not be paid for time worked unless a Payroll verification form is filled out completely and turned into your supervisor. You must have prior permission from your supervisor to receive extra time.

Health and Safety:

See Health and Safety Policy.

Smoking:

Barfoote Group has a smokefree policy. Employees are only allowed to smoke in the designated areas within break and meal times. Smoking is not permitted in all work areas, restrooms or company vehicles. This also applies to any visitor or contractor onsite.