



DCN Drilling

Drilling and Geotechnical Drilling Specialist



Human Resources

HR-01 DCN Drilling Policy Documents





PURPOSE 3

1. POLICY 1 HSE POLICY 4

2. POLICY 2 - BULLYING AND HARASSMENT 5

3. POLICY 3 DRUG AND ALCOHOL 7

4. POLICY 4 COMPANY VEHICLE USE..... 8

5. POLICY 5 GENERAL HR RULES 9

5.1. COMPANY MOBILE PHONES..... 9

5.2. COMPANY UNIFORMS 9

5.3. WORKING AWAY 10

6. REFERENCES AND ASSOCIATED DOCUMENTS 11

7. DOCUMENT CONTROL 11



PURPOSE

DCN Drilling Limited have adopted formal Business and HSE Management Systems that align to international standards including ISO 14001 and AS/NZ 4801 subscribing to the continuous improvement model. This document has been designed to capture and summarise key HR and HSE Policy Statements and forms part of the overarching business management system. This approach ensures all employees are made aware of such Policies as part of their employment contracts and as part of their employee inductions.

This Policy Statement document is designed also to meet Client expectations, provide employee clear understanding of their commitments and meet legal requirements, the key focus of these Policies include:

- Health Safety and Environment
- Bullying and Harassment
- Drug and Alcohol
- Use of Company Vehicles, Rigs and Fuel Cards
- General HR Rules
 - Uniforms and attire
 - Mobile phone use
 - Working Away





1. POLICY 1 HSE POLICY

Health, Safety and Environment Policy

DCN Drilling is committed to ensuring the health, safety and welfare of all employees and contractors and to minimise environmental impacts to the communities in which it operates. DCN Drilling acknowledges that Health, Safety and Environment (HSE) is a critical component of business and recognises its responsibilities under the legislation, regulations and codes of practice.

Through the Health Safety and Environment Management System, DCN Drilling will formalise systems of work, define responsibilities and adopt a high standard of care for the natural environment.

The HSE Management System ensures the health, safety and welfare of all workers and recognises the diversity and unique environmental values of the region, it ensures:

- ✓ All Projects operate to the highest standards to protect workers, the public and the environment
- ✓ Implementation of an effective HSE systems that identifies, assesses and controls risk
- ✓ Effective, safe systems of work developed in consultation with employees
- ✓ Impacts are minimised by pollution prevention, clean production technologies and waste minimisation programs
- ✓ Appropriate information, instruction, training and supervision of all employees
- ✓ Enhanced programs and procedures designed to continuously improve HSE outcomes
- ✓ HSE performance objectives and targets are set and delivered as part of annual planning
- ✓ Evaluation of HSE performance by regular monitoring and audit

Authorised by:

Dave Penney
Company Director



2. POLICY 2 - BULLYING AND HARASSMENT

Bullying and Harassment Policy

Workplace bullying is defined as unreasonable and repeated behaviour towards a person or group that creates a health and safety risk. Repeated behaviour is persistent and can include a range of actions. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person. A single incident isn't considered bullying but can escalate if ignored.

DCN Drilling Limited shall have in place appropriate process to prevent and respond to workplace bullying.

Senior management will prevent workplace bullying by:

- ✓ Adopting company values including integrity and respect
- ✓ Creating a positive workplace ("healthy work") that employees feel is fair, rewarding and positively challenging
- ✓ Encouraging positive leadership and teamwork
- ✓ Ensuring key staff are familiar with effective management of bullying and are aware of the NZ Guidelines "Preventing Bullying at Work"
- ✓ Providing staff who believe they've been bullied, with a range of options to resolve the issue
- ✓ Aiming to repair the working relationship and promote positive workplace values
- ✓ Openly discussing bullying, in both formal and informal settings, and providing information and training about it
- ✓ Identifying workplace factors that contribute to bullying, and putting control measures in place
- ✓ Ensuring Management Systems are fit for purpose and regularly reviewed
- ✓ Having regular employee consultation forums for workplace issues to be discussed and solutions addressed

Employees Agree to:

- ✓ Tell their managers if they experience or see any bullying behaviours
- ✓ Try low-key solutions, eg talking to the person initially
- ✓ Follow the company's processes when making a complaint
- ✓ Keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals
- ✓ Accept that perceptions of bullying may need to be negotiated



When dealing with an allegation of bullying our company will:

- ✓ Treat all matters seriously and investigate promptly and impartially
- ✓ Ensure neither the complainant nor the alleged bully are victimised
- ✓ Support all parties involved
- ✓ Find appropriate remedies and consequences for confirmed bullying as well as false reports
- ✓ Communicate the process and its outcome
- ✓ Ensure confidentiality
- ✓ Use the principles of natural justice
- ✓ Keep good documentation
- ✓ Have specialist external advisors available to help.

Authorised by:

Dave Penney
Company Director



3. POLICY 3 DRUG AND ALCOHOL

Drug and Alcohol Policy

DCN Drilling Limited is committed to a drug and alcohol free workplace in alignment with overarching fitness for work objectives to:

- ✓ Provide a safe work environment for employees, contractors and clients
- ✓ Create a drug and alcohol free workplace
- ✓ Ensure compliance with legal obligations
- ✓ Align with client expectations and fitness for work procedures

The Drug and Alcohol Policy is supported by procedures, education, training and disciplinary procedures which enable full implementation of the Policy commitments which include:

- ✓ **Pre-employment** testing shall be carried out on all new employees
- ✓ **Reasonable Cause** testing shall be implemented for employees whose actions, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability work safely
- ✓ **Post-Accident / Incident Testing** may be carried out to test for the presence of drugs and / or alcohol where serious events have occurred and /or where substance abuse is suspected of playing a part in the incident
- ✓ **Random Testing** may be undertaken at any time from any selection of employees
- ✓ **Education and Training** shall be undertaken by all employees to ensure they fully understand the Company's Policy, in addition to legal requirements in relation to drugs and alcohol.
- ✓ **Formal Procedures and Testing Protocols** shall be in place to ensure appropriate systems are in place to effectively implement a successful prevention, detection and testing program for alcohol and drug use in the workplace.
- ✓ **Rehabilitation and Employee Assistance Programs** may be considered for employees either voluntarily or following first time positive testing under this Policy.

Authorised by:

Dave Penney
Company Director



4. POLICY 4 COMPANY VEHICLE USE

Use of Company Vehicles, Rigs and Fuel Cards Policies

DCN Drilling Limited prides itself on maintaining a modern fleet of equipment designed to meet HSE / Legal requirements and client expectations in addition to ensuring the most up to date technology is adopted to ensure job efficiency. All vehicles and rigs are subject to regular maintenance inspection and hold appropriate licences for on and off road operation.

Management have in place effective maintenance management systems and employees using company vehicles and rigs commit to keeping them well maintained, clean and tidy including:

- ✓ Pre-start equipment inspections being completed prior to commencement of works including checks to ensure all appropriate licencing and/or certification requirements are within valid date periods
- ✓ Reporting and where possible rectification of maintenance issues
- ✓ Presenting equipment for scheduled maintenance and ensuring the equipment is in order and clean
- ✓ Use of tag out of service procedures where equipment defects create risk to people, environment or equipment damage
- ✓ Regular wash downs and cleaning of both inside and outside of the equipment at the end of each job or at a minimum the end of each week for ongoing jobs
- ✓ Any vehicle incidents or damage are reported immediately to ensure investigations are undertaken and equipment damage evaluated

Employees commit to appropriate use of company fuel cards including the following rules:

- ✓ Fuel cards are NOT to be used for any other purpose than for fuelling of their work vehicles, for work purposes
- ✓ Staff members with fuel cards must NOT use such card for any personnel use
- ✓ Goods purchased with fuel cards without permission will be classed as theft
- ✓ Work vehicles shall be filled at the yard unless working out of town and not returning to the yard that day
- ✓ Fuel must be purchased from Truck Stops when possible
- ✓ When returning from away jobs fuel cards shall be returned to DCN offices
- ✓ The fuel card remains the property of DCN Drilling at all times

Authorised by:

Dave Penney

Company Director



5. POLICY 5 GENERAL HR RULES

5.1. COMPANY MOBILE PHONES

DCN Drilling Limited Management and Employees are committed to appropriate and safe use of Mobile Phones and abide by the following rules:

- ✓ Mobile phones are not to be used at any time whilst driving a vehicle, unless a fully fitted and approved hands free device is installed and operating in the vehicle
- ✓ Pulling over to the side of the road is only done so when it is safe and clearance from road traffic is adequate to park on the road side
- ✓ Company phones are issued for work purposes only, while on a working shift and is not to be used for personal use. The phone may be used outside of work hours for the purpose of work related calls and for personal calls inside New Zealand only.
- ✓ Company phones are NOT to be used for texting; unless permission from DCN Company Owners has been given, any texts found on company phone account will be deducted from the employees pay, unless other arrangements have been made with Company Owners
- ✓ Each employee is responsible for the up keep and condition of the Company phone, any intentional damage to the Company phone will be deemed as serious misconduct
- ✓ Any maintenance issues with the Company phone shall be reported to the DCN Company Owners before the end of the working shift
- ✓ Personal phones are not to be used during working hours
- ✓ Mobile phones remain the property of DCN Drilling at all times and may be removed from employee's possession at any time.

5.2. COMPANY UNIFORMS

DCN Drilling Limited Management and Employees pride themselves in representing the Company in the most professional way including representing the DCN Drilling brand. Management have provided standard DCN Drilling Company Uniform issue that comply with required safety standards for reflectivity and take into consideration environmental conditions and employee comfort.

Employees are committed to:

- ✓ Wearing DCN Drilling supplied uniform in its entirety at all times whilst carrying out Company works
- ✓ Maintaining uniforms clean, tidy and presentable
- ✓ Steel capped boots are worn at all times whilst on the job and when carrying out works at the Drilling Yard
- ✓ Reporting to management any uniform that is damaged or destroyed



5.3. WORKING AWAY

At times where working away from home is necessary Management and Employees are committed to ensuring mutual agreements are in place to ensure fair and reasonable compensation is provided to cover living away from home costs.

Management and Employees commit to ensuring the following rules apply to working away:

- ✓ All accommodation while away working will be paid for by DCN Drilling who selects suitable accommodation providers
- ✓ Employees wishing to change their accommodation outside of DCN Drilling bookings, shall meet the difference of any additional costs
- ✓ A limit of \$40 per day is allocated for meals for each staff member and will be placed into the staff members bank account on the pay week worked away. DCN will not pay for any other costs outside of the \$40 a day food allowance (unless other arrangements are made by DCN Drilling Owners) all other costs to be paid by the employee. The daily meal allowance may change from time to time at the discretion of the DCN Drilling Owners)
- ✓ Drinking and driving will not be tolerated at any time whilst working away or on normal duties
- ✓ Uniforms are to be worn while working away and maintained clean and tidy
- ✓ Employees commit to representing the Company in a professional way at all times
- ✓ All accident / incidents are to be reported to the DCN Drilling Management immediately after occurrence
- ✓ Any damages cause while away due to negligence from staff members will be paid for by the staff member and may be deemed serious misconduct.

It is understood by employees that breach of these Company Policies and General Rules will be deemed serious misconducts and may lead to disciplinary action and / or up to termination of employment.

Employee Full Name: _____

Employee Agreement Signature: _____

Date:

Dave Penney Signature: _____

Company Director

Date:



6. REFERENCES AND ASSOCIATED DOCUMENTS

References to associated documents and supporting management plans, forms and templates can be found within the DCN Drilling Document Register.

7. DOCUMENT CONTROL

Version	Date	Description	Author	Approved
Version 1	Aug 16	HR-01 DCN Drilling Policy Documents	Dave Penney	



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