



RETURN TO WORK POLICY

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1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

Robust health, safety, environment and quality (HSEQ) management is integral to the way our teams work at i24s. The Group strives to achieve operational safety, environmental protection and quality improvement throughout our operations and services, in accordance with legislation, industry Standards and Codes of Practice, the respective requirements of the jurisdictions in which we operate and client’s needs.

The Group is committed the continuous improvement of HSEQ management, including providing employees with safe and flexible return to work procedures.

The governance of this **Return to Work Policy** (“Policy”) is overseen by the Group’s Co-Founders and Officers/Executive Directors, Angela and Justin Kickett.

2 INTRODUCTION

This Policy outlines the process and guidelines for employees returning to work after medical leave, extended leave, or any form of leave of absence. This Policy is designed to support employee wellness, ensure workplace safety, and facilitate a smooth transition back to work.

3 SCOPE

This Policy applies to employees, applies to employees returning to work after an extended absence, whether for medical reasons, parental leave, personal leave, or any other approved leave of absence.

When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Policy applies to all workplaces which are under the Group’s control.

4 POLICY

At i24s, we are committed to supporting employees during their return to work and ensuring they feel valued, safe, and comfortable. The RTW process includes evaluating the employee’s readiness, addressing any work restrictions, and implementing accommodations as necessary.

This Policy operates alongside i24s’ Injury Management processes (where applicable), and i24s’ Fitness for Work Policy and Drug and Alcohol Policy. Compliance with those policies (including client/host site requirements) is a condition of employment and site access.

5 DEFINITIONS

Return to Work (RTW) Plan: A documented plan developed with the employee, HR, and the supervisor to facilitate the employee’s return to work.

Workplace Accommodations: Modifications to the job or workplace to support an employee’s needs upon returning to work.

6 GUIDELINES

Medical Clearance Requirements: Employees returning from a medical leave of absence are required to provide a medical clearance or fitness-for-duty certification from their healthcare provider, confirming that they are able to perform the essential functions of their job, with or without reasonable accommodations.

As part of determining fitness for duty, i24s may (where lawful and reasonable) request further information about functional capacity or restrictions, and/or require an independent medical assessment to confirm whether the employee can safely perform inherent requirements of the role.

Where an employee is returning to a client/host site with mandatory alcohol and other drug testing or fitness for work requirements, the employee must comply as a condition of return to duties and site access. Employees must also promptly disclose any medication-related impairment risks so that suitable duties/restrictions can be arranged confidentially.

Return to Work Plan: A Return to Work Plan will be developed in consultation with the employee, their supervisor, and HR (or designated personnel). This plan will outline the following:

- Job responsibilities upon return.
- Any necessary workplace accommodations.
- A phased return schedule, if applicable.
- Monitoring and review schedules.

Workplace Accommodations: Where appropriate and possible, the organisation will provide reasonable accommodations to employees who are returning to work with limitations. Accommodations may include modified duties, altered hours, assistive equipment, or other adjustments deemed reasonable.

Phased Return: For employees who are not yet able to work a full schedule, a phased return may be arranged. A phased return allows the employee to gradually increase their hours or responsibilities until they are able to resume a full workload.

Confidentiality and Privacy: i24s respects employee privacy and will handle all medical information in compliance with [applicable privacy laws, e.g., HIPAA in the United States]. All documentation and discussions related to an employee's health will remain confidential and will only be shared with those who have a legitimate need to know.

Non-Compliance: If an employee unreasonably refuses to participate in the return to work process, does not comply with lawful and reasonable directions (including any required fitness for duty assessment or AOD testing), or does not follow agreed restrictions/suitable duties, i24s may take action to manage safety and may commence disciplinary processes, up to and including termination depending on the circumstances.

7 RESPONSIBILITIES

Employees are expected to:

- Communicate with HR and their supervisor regarding their anticipated return-to-work date.
- Provide any required documentation, such as medical clearance.
- Comply with any lawful and reasonable fitness for work directions relevant to the return to duties, including any required medical assessment and/or alcohol and other drug testing (including client/host site testing).

- Promptly notify their Supervisor/HR of any factor (including medication side effects) that may impair safe performance, and comply with agreed restrictions/suitable duties.
- Actively participate in the development of their Return to Work Plan.
- Adhere to their Return to Work Plan and work schedule.
- Notify HR if any difficulties arise upon returning to work.

Supervisors are expected to:

- Work with HR to ensure the employee's smooth return to work.
- Participate in developing the RTW Plan.
- Support the employee in adhering to the RTW plan and provide feedback as needed.
- Maintain confidentiality and respect the employee's privacy.
- Monitor the employee's performance and provide any additional support or adjustments as necessary.
- Escalate any concerns about fitness for work (including fatigue, impairment or non-compliance with restrictions) and take immediate steps to manage safety risk, including removing the employee from duty if required.

Management is responsible for:

- Communicating with the employee throughout the leave and RTW process.
- Assisting in the development and implementation of the RTW Plan.
- Coordinating with the employee's healthcare provider (with consent) to understand any restrictions or accommodations.
- Monitoring the RTW process and ensuring compliance with applicable laws and regulations.
- Maintaining all documentation and handling all sensitive information confidentially.

8 GOVERNANCE

Non-compliance with this Policy, including failure to participate in the RTW process or adhere to the agreed-upon RTW Plan, may result in disciplinary action, up to and including termination.

This Policy will be reviewed annually or as needed to comply with changes in legislation or organisational needs.

The governance of this Policy is overseen by the Group's Officer, Angela Kickett. For further information about this Policy, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au



Angela Kickett

Co-Founder/Executive Director

