



INTERNAL AUDIT POLICY

Date : 19 July 2024

Document No. : i24s-POL-002b-1

CONTENTS

1	PURPOSE	2
2	SCOPE	2
3	DEFINITIONS	2
4	POLICY	2
5	GOVERNANCE	3

Document Control					
Version	Reason for Issue	Date	Prepared	Reviewed	Approved
A	Risk Management (Governance and Compliance)	15/2/2023	Anton Pickett	Justin Kickett	Angela Kickett (Executive Director)
1	Review	19/7/2024	Anton Pickett	Justin Kickett	Angela Kickett (Executive Director)

Any person(s) using i24s Group Pty Ltd's (i24s) documents or data accepts the risks of:

- a) using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- b) using the documents or data for any purpose not agreed to in writing by i24s.

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, Justice and Communities sectors.

The Group is committed upholding the highest ethical business standards in all business activities.

i24s will endeavour to minimise the risk that foreseeable hazards posed to the Group, our operations, employees, sub-contractors, other parties undertaking work for the Group, clients, suppliers, or the general public.

The purpose of this **Internal Audit Policy** (“Policy”) is to outline i24s’ approach to internal auditing as a tool to verify compliance, measure effectiveness, identify opportunities for improvement and demonstrate due diligence with legal, regulatory, contractual and internal obligations. Internal audits support our commitment to safety, quality, and accountability across all business activities.

The governance of this Policy is overseen by the Group’s Officer, Angela Kickett.

2 SCOPE

This Policy applies to employees, sub-contractors and other parties undertaking work for the Group. 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 operations, including security, cleaning and labour hire. It encompasses audits of our systems, processes, workers and documentation relating to:

- Work Health and Safety (WHS);
- Environmental Management;
- Quality Assurance;
- Industrial Relations and Workforce Compliance;
- Subcontractor Management; and
- Site Mobilisation and Operational Delivery.

3 DEFINITIONS

For the purpose of this Policy, employees, sub-contractors and other parties undertaking work for the Group will be referred to as “**employees**”, “**sub-contractors**” and “**other parties**”.

4 POLICY

i24s has a duty to provide safe, inclusive and professional working environments which mitigate and/or minimise risk as far as possible for employees, sub-contractors, and other parties undertaking works for the Group.

This Policy is underscored by the following guiding principles:

- compliance with Work Health and Safety Act 2020 (WA) and in alignment with the ISO Standards (9001, 45001, 14001), as the Group prepares to pursue ISO accreditation in 2026;
- risk-based planning aligned to operational complexity and site location;
- independent, objective assessments with evidence-based findings;
- timely follow-up and closeout of non-conformances or improvement actions; and
- continuous improvement through root cause analysis and knowledge sharing.

4.1 INTERNAL AUDITS

The Group conducts the following audits at regular intervals throughout the year.

Audit Type	Description
Internal System Audit	Reviews alignment of policies and procedures with regulatory, contractual and organisational requirements
Site/Field Audit	Evaluates compliance at specific operational sites (e.g. security posts, cleaning contracts, FIFO mobilisations, etc.)
HSEQ Audit	Focuses on health, safety, environment and quality system performance
Subcontractor Audit	Verifies subcontractor compliance with i24s Standards, licences, insurances, and client requirements
Workforce Audit	Ensures correct classification, pay compliance, licensing, and onboarding of employees
Corrective Action Audit	Assesses implementation of previously identified improvement actions

5 GOVERNANCE

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

Angela Kickett

Co-Founder/Chief Executive Officer

