



Edge Personnel's COVID-19 Policy

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Our Commitment

As an employment and recruitment service provider Edge Personnel understands the importance of maintaining workplaces and recruitment practices that are both safe and able to respond effectively to changes in the external environment.

Our clients, employees and contractors expect us to be leaders in recruitment and workforce management and we understand that our influence extends to candidates looking for work, employees working directly for us, individuals working on assignment as on-hired workers and to clients seeking our advice and support.

With the continuing spread of COVID-19, we think it appropriate to establish a policy in terms of our position regarding this. The purpose of this document is to cover:

- The Edge Personnel Internal Team;
- Candidates – registration/interview stage;
- Edge Personnel On-hire casual staff currently working onsite with Clients; and
- The working relationship, continuity of service and level of contact with our existing and new Clients.

Definitions

Edge Personnel Internal Team refers to all permanent staff directly employed by Edge Personnel to deliver the service provided to both Clients and Candidates.

Candidates refers to all candidates that have not yet been assigned to a temporary assignment or permanent placement.

Edge Personnel On-hire Casual Staff refers to all Edge Personnel casual staff currently assigned to a temporary assignment – regardless of the tenure of the assignment (one day, or ongoing).

Clients refers to organisations that Edge Personnel provide recruitment services to – either temporary or permanent placements.

What we know

COVID-19 is an infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. The Australian Government has since issued a health alert as a precaution, based on the latest and best medical advice. The alert is updated every day with the latest medical advice and official reports.



The most common symptoms of COVID-19 are:

- Fever;
- Tiredness; and
- Dry cough

Some people may experience:

- Aches and pains;
- Nasal congestion;
- Runny nose;
- Sore throat;
- Diarrhea.

Symptoms are often mild and begin gradually. The World Health Organisation (WHO) states that:

- Most people (80%) recover from the disease without needing special treatment;
- Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing;
- Older people and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness.

Application of this Policy

Edge Personnel Internal Team

Listed below are the standards that will be followed for our current Team. Additionally, this will form part of the induction process for any new Team Members:

- Practise good hand and sneeze/cough hygiene by washing your hands frequently with soap and water. Additionally, cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, which we have provided throughout the office area.
- At the beginning and the end of the working day, wipe down all work areas, door handles, telephones and reception counter with disinfectant wipes as provided.
- Any Team member suffering from flu type symptoms will remain at home until they are clear of the infection and able to return to work. It will also be expected that they will call their general practitioner to discuss their symptoms and be guided by the advice provided.
- As we are a fully cloud based operation, it may be considered appropriate to move to a fully remote operation with each Team Member operating remotely. In this situation, we will continue to update each other throughout the working day, as we do currently via Microsoft Teams (written and visual), as well as mobile phones. There will always be at least one Team Member operating from our primary office to receive and direct external calls.
- Should any member of our Team contract COVID-19, we will advise the appropriate authorities and be guided by them. Additionally, all Clients, Edge Personnel On-hire Casual Staff and Candidates that may have been in contact with them will also be advised.



Candidates

As we have been fully cloud based for some time, a large component of the registration/recruitment process is completed online. The final screening component conducted via a telephone discussion before a decision is made to conduct an in-person interview. Depending on the prevailing environment at the time, the in-person interview may be conducted via Skype, as we currently do, where possible, with interstate recruitment assignments.

Prior to the interview, the candidates will be required to respond to the following questions to determine any potential risk of transmission of the virus:

- Have you recently travelled overseas;
- Are you currently suffering from any flu type symptoms; and
- Have you come in contact with anyone who may have travelled overseas, or may be suffering from flu type symptoms.

Edge Personnel On-hire Casual Staff

Our On-hire Casual Staff in most cases, will be subject to both the Company Policy of our Client and Edge Personnel. We will share our current COVID-19 Policy with our Clients and ask for copies of their respective Policy for comparison, to enable us to modify our policy if required.

Instruction will be provided to all Edge Personnel On-hire Casual Staff:

- Practise good hand and sneeze/cough hygiene by washing your hands frequently with soap and water. Additionally, cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser.
- Any On-hire Casual Staff suffering from flu type symptoms are not to attend work that day. As with any form of absence, our standing procedure will apply, which is to call our office number and advise for their non-attendance a minimum of 1 hour prior to the start of shift. It will also be expected that they will call their general practitioner to discuss their symptoms and be guided by the advice provided.
- An Edge Personnel Team Member will follow-up throughout the day, to enable a flow of communication for all parties.
- Again, depending on the circumstances, the On-hire Casual Staff member will not be able to return to, or be available for additional work until they have provided a written clearance to return to work from their treating doctor.
- Should any member of our Edge Personnel On-hire Casual Staff contract COVID-19, we will advise the appropriate authorities and be guided by them. Additionally, all Clients, Edge Personnel Team Members and other Edge Personnel On-hire Casual Staff that may have been in contact with them will also be advised.

Clients

Edge Personnel will provide all Clients with a copy of our current COVID-19 Policy to confirm our commitment to ensuring to our best ability, safe working practices and also to provide an opportunity to compare with the respective policies of our Clients. Possible amendments to the Edge Personnel document may be required to ensure mutual compliance.



Edge Personnel have been a fully cloud-based operation since 2017. This enables us to be agile in how and where we conduct our business, with the following principles of operation:

- We must ensure a safe and transparent process for both Clients, On-hire Casual Staff and Candidates.
- We will maintain regular communication with all Edge Personnel Clients, as is our normal mode of operation. For those Clients that receive a regular site visit from an Edge Personnel Team Member, as part of our Account Management discipline, we understand that this may need to be modified depending on our Clients' respective COVID-19 Policy.
- That we maintain consistent recruitment activity to ensure continuity of service for all Edge Personnel Clients.
- As a long-term member of our industry association (RCSA) we operate in full compliance with our industry standards, to ensure ongoing accreditation with our Staff Sure Certification and we are a registered Labour Hire Provider.

Responsibility for this Policy

Whilst management of Edge Personnel are primarily responsible for ensuring this policy is implemented at all levels of the business, it is important that all persons covered by the agreement understand that they have an active role to play in implementation.

Any person covered by this policy has a responsibility to report suspected breaches of this policy to management or other nominated Team Members.

Resolution

We are committed to remaining in touch with all COVID-19 information and updates from both the Australian Government and the RCSA. We also understand that as we are all operating in a very fluid environment, amendments and updates will likely be required to this policy.

Edge Personnel will provide timely updates of this policy to all relevant parties.