



## **BUSINESS POLICY**

### **Vision & Values**

Universal Processing has a culture and commitment to improvement. This continuous improvement is shared by all employees in their dealings with each other and with all clients.

### **Vision**

It is the Company's objective to provide a safe, reliable and efficient service that meets or exceeds our client's requirements, while satisfying all relevant statutory, ethical and business needs.

All employees are fully committed to achieving the Company's Quality, Health, Safety and Environment objectives.

All personnel are trained to consistently deliver and improve service to all.

Our image for providing quality services will continue to grow as we improve our procedures and become more proficient in all our activities.

Universal Processing has an uncompromising drive for greater success

### **VISION**

**To be our customers preferred supplier of food equipment**

### **MISSION**

**To add value to our customer's projects through planning, technical capability and our on-site management and expertise.**

### **VALUES**

**Customer satisfaction.**

**Employee recognition.**

**Financial viability.**

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Date: 15-08-2007

Review date: 20-11-2007



## **HEALTH & SAFETY POLICY**

### **Our Safety Mission Is Simply Success Through Client Satisfaction**

#### **General Statement of Policy**

This policy recognises that the health and safety of all employees within Universal Processing is the responsibility of company management. In fulfilling this responsibility management has a duty and is committed to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe plant
- Providing of work and access and egress from the workplace
- Making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances
- Maintaining the workplace in a safe and healthy condition
- Providing adequate facilities and equipment to protect the welfare of all employees
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner
- Maintaining information and records relating to employees' health and safety.

The Managing Director is responsible for the development of the business relating to this Health & Safety policy.

The OH&S Manager is responsible for the implementation and monitoring of this policy.

The health and safety duties of management at all levels will be detailed, and company procedures for training and back-up support must be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

#### **Duties**

Recognising the hazards occurring in the Food industry, this company will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

To this end:

#### **Management**

- Will observe, implement and fulfil its responsibilities under the Acts and Regulations which apply to the Food industry
- Will ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed

- Will make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions.
- Will ensure that all specific policies, procedures and practices operating within this company are periodically revised and consistent with company health and safety objectives.
- Will provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the company. (Company procedures and training arrangements to be followed).
- Must be informed of incidents and accidents occurring on company premises or work sites to collate all incident reports and to maintain the incident records so that health and safety performances can accurately be gauged. (Company procedures to be followed in all instances).

### **Employees**

- Have a duty to take all reasonably practicable steps for their health and safety and of others affected by their actions at work.
- Must comply with the safety procedures and directions agreed between management and employees with elected health and safety representatives.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of company employees.
- Must, in accordance with agreed company procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives.

This policy will be regularly reviewed to ensure account is taken of any company and legislation changes.

Management seeks co-operation from all employees in realising our health and safety objectives and creating a safe work environment. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

Date: 15-08-2007

Review date: 20-11-2007




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**BORIS SHOWNIRUK**  
**MD**

## **ENVIRONMENTAL POLICY**

Universal Processing's Environmental Policy is based on the recognition that the protection of the environment, business development and growth can be compatible ideals and that a strong Company is best equipped to develop and implement effective environmental practices.

Our aim is to eliminate all incidents, which could result in damage to the environment

We will continue to develop a culture that is aware of all the environmental management issues that can be affected by our operations and act in a responsible way regarding these issues.

The Company will comply with all legislative requirements.

All employees will be held responsible for environmental protection measures for the activities they control.

The Company recognizes that this policy must be reviewed on a regular basis to ensure we are attuned with technology changes and social attitudes.

## **REHABILITATION POLICY**

The Company's Occupational Rehabilitation policy is to restore any injured or ill employee to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable.

The Company believes that rehabilitation is of benefit to everyone and should commence as soon as possible following injury or illness in a manner consistent with medical judgement.

Every effort will be made to assist employees in an early, safe return to meaningful and productive work in consultation with their treating practitioners.

## **ALCOHOL AND OTHER DRUGS POLICY**

Alcohol and other drugs can impair a person's ability to work safely and effectively.

Employees and subcontractors shall be required to participate in any testing and/or screening for the presence of alcohol and/or drugs when required by the client.

Testing will follow any incident or accident where the involvement of alcohol or other drugs is suspected. Independent consultants will carry out this testing and/or screening and their decisions and recommendations complied with.

Any employee or subcontractor who fails or refuses the test and/or screening will be subject to normal Company disciplinary measures (which may include dismissal).

Any employee who is on a course of prescribed drugs is required to notify their Supervisor if their work performance is likely to be compromised or if there is any risk to the safety of themselves or others. Confidentiality is to be observed in those matters. No employee will be discriminated against or disadvantaged by his/her actions in this matter and this policy is not concerned with the regulation of an individual's private behaviour.

## **SMOKING IN THE WORK PLACE POLICY**

Our Company is committed to the elimination of all hazards in the work place and acknowledges that it has a responsibility to provide a safe working environment for all employees.

Under Occupational Safety and Health legislation requirements it is clearly stated that it is the employer's responsibility to protect all employees from being exposed to a health hazard whilst at work.

Smoking of cigarettes, cigars and other tobacco substances has been proven to be a health hazard and therefore is not allowed in any enclosed public space in the Company workplace. Smoking as per government regulations is also banned 5 metres from building entrances and 10 metres from air conditioning vents. This applies to all employees, subcontractors and visitors.

Visitors and subcontractors must be advised of this Policy.

All Supervisors are to actively enforce this Policy and those employees and subcontractors who break this Policy will be given a letter advising them of the Company Policy and offering assistance.

We will provide employees and subcontractors wishing to give up smoking with encouragement, education programmes and literature.

## **TRAINING POLICY**

Universal Processing is committed to delivering quality services through its staff and will endeavour to ensure that they receive up-to-date, relevant and effective training and development in pursuit of the highest levels of service at all times.

We recognise the importance of continuous development in maintaining and enhancing the quality of service in all areas.

### **In pursuit of this policy Universal Processing Australia will:**

- Regularly and actively take steps, via appraisal and other appropriate means, to identify training and development needs for individuals;
- Within available resources, provide individuals with opportunities to participate in training and development activities within our operations;
- Fully evaluate the benefits and effectiveness of investments in training and development activities.

### **And will expect staff to**

- Co-operate and participate, where appropriate, in activities and processes which are designed to identify training needs;
- Attend and fully participate in any activity which has been agreed as relevant to their development;
- Actively put into practice the new skills and knowledge gained through training, development activity and participate in any related evaluative measures.

Training and development opportunities can be raised by any staff member at any time during the year.



## **UNIVERSAL PROCESSING CONTACT DETAILS**

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*“success through safety”*