Injury Management Policy and Return to Work Program

Workforce International Group is committed to preventing injury and illness by providing a safe and healthy working environment for all employees. In order to fulfil this objective, the company has developed Safety Management System that includes processes to identify, assess and control hazards. By systematically planning, implementing, monitoring and reviewing these processes, Workforce International Group aims to continuously improve its safety and injury management performance and prevent injuries from occurring. Details of the Safety Management System and Risk Management Procedures are contained in the organisation's Safety Policy and Safety Programs.

If an employee suffers an injury or illness related to their work, Workforce International Group is committed to the process of Injury Management and Rehabilitation by providing employees with a timely, safe and durable return to work. This will occur through a Return to Work (RTW) Program, where obligations are shared amongst managers, supervisors, treatment providers, employees, insurers and nominated treating doctors, all supported by the Cogent early intervention injury management services.

Workforce International Group is committed to ensuring that participation in a RTW Program will not, of itself, prejudice an injured or ill employee and expects all employees to cooperate with the Company's return to work efforts. It is acknowledged that creating a workplace culture that supports Workplace Injury Management assists in a safe return to work as soon as possible by an injured or ill employee. This is to be a normal practice and expectation at Workforce International Group. No employee will be dismissed within six months of sustaining a work-related injury or illness due to being unfit for work.

In order to meet these commitments, it is essential that all employees clearly understand their responsibilities under the RTW Program. Employees will be regularly informed of their rights and responsibilities and of company policies on Reporting Injuries, Workers Compensation and return to work via established communication and consultation processes. These include induction and safety program training, toolbox talks, safety communication checklists, company intranet, safety meetings, employee mail-outs and Injured Worker Information Kits.

Return to Work Program Obligations and Responsibilities

The Company acknowledges a requirement to comply with the relevant Workers Compensation and Injury Management legislation.

- Employees are required to immediately notify Workforce International Group of any work-related injury or illness and follow any reasonable instructions in respect of their medical treatment and return to work.
- The company will ensure that appropriate first aid and medical treatment are received as soon as possible.
- The Workers Compensation Insurer or authority will be notified of all reported injuries within 48 hours.
- The insurer will develop an injury management plan to coordinate the treatment and return to work of the injured worker.

Return to Work Coordinators and Return to Work Plans

- Trained and accredited RTW Coordinators or Rehabilitation Providers will assist injured or ill employees with their return to work and develop an individual RTW Plan for them in consultation with the employee, their nominated treating doctor or other medical specialists, managers and supervisors, clients, insurers and if required, employee representatives.
- The RTW Plan will be regularly monitored, reviewed and updated by the RTW Coordinator or Rehabilitation Provider. Physical and medical restrictions, suitable duties, hours of work, supervision arrangements and treatment times and dates will be clearly outlined in the RTW Plan.
- RTW Coordinators or Rehabilitation Providers will ensure that copies of the agreed RTW Plan are distributed to, and are signed by, the injured worker, suitable duties employer and treating doctor to ensure that all parties clearly understand the conditions of the RTW plan.

Suitable Duties

- RTW Coordinators are responsible for identifying Suitable Duties, which will be provided to all injured or ill employees, so far as reasonably practicable. Suitable Duties will be identified in consultation with the injured employee and will take into consideration their capacity to work, what duties are available that closely match their normal work, the demands and nature of the tasks within the workplace, and how these tasks can be performed to help upgrade and improve their capacity for work and achieve a safe return to normal duties.
- If suitable duties cannot be provided with the company, a Work Trial or Host Employer scheme can be used to provide suitable duties with another employer. Details can be obtained from the Rehabilitation Provider involved in the case, the insurer or the Workers Compensation Authority's Information Service.
- Suitable duties will be productive, meaningful and consistent with medical advice and may involve duties at the same or different worksite, the same job with different hours or modified duties or a different job entirely. Duties will be in line with any medical restrictions and approved by the nominated treating doctor, or other medical practitioner or specialist.
- Approval of suitable duties will be confirmed by the nominated treating doctor signing each RTW plan following any medical review or when there are any changes to medical restrictions or suitable duties being provided.

Confidentiality

- Exchange of medical or claim information will be subject to the injured worker's written consent and limited to persons directly involved with the injured worker's Return to Work or Workers Compensation claim.
- A confidential Return to Work file on the injured worker will be established and maintained by the RTW Coordinator and access to the worker's own file will be granted if requested. RTW Coordinators will provide assistance to workers who do not speak English and will arrange an interpreter if needed.
- RTW Coordinators are responsible for ensuring that access to an injured worker's RTW file is restricted to those with a legitimate need to know. All Information contained in RTW files is also subject to the requirements of current *Privacy* Legislation.

Dispute Resolution

- Should a disagreement arise about the RTW Program or suitable duties, the company will work together with the injured employee, any employee representative or union, the insurer and medical professionals, as well as any relevant statutory authorities, to resolve the matter.
- If there is disagreement about suitable duties or fitness for work, then referral to a Rehabilitation Provider or Injury Management Consultant can be organised through the insurer. Disputes regarding the treatment being provided can also be referred for a second opinion through an independent physiotherapist or independent doctor.
- If the parties are unable to reach agreement, advice can be sought from the relevant Workers Compensation Authority's Information Service or the injured employee's Union. RTW Coordinators will provide contact details for the relevant Workers Compensation Authority or Union representative upon request.

Permanently Modified Duties

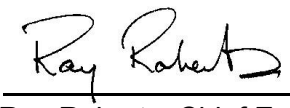
Should an injured employee not be able to return to their pre-injury normal duties, options for employment on permanently modified duties with the organisation or with another employer will be explored in consultation with the injured employee, their nominated treating doctor, medical specialists and the insurer. Vocational Assessments will be used to identify transferable skills to assist in finding alternate employment options. Where an injured employee may lack transferable skills, Vocational Retraining may be considered and approved by the insurer to provide the necessary skills needed to find employment in other areas.

Employees who claim Workers Compensation have a responsibility to:

- nominate a treating doctor to participate in the Return to Work process;
- comply with the insurer's Injury Management Plan;
- participate and cooperate with the Company's RTW Program and RTW plans;
- attend regular medical and rehabilitation assessments; and
- arrange for medical treatment outside of working hours and advise their RTW Coordinator when this is not possible.

Workforce International Group has, through consultation and agreement with employee representatives, developed this Injury Management Policy and RTW Program for the management of employees who are injured at work. This Program forms part of the organisation's operating procedures, is consistent with insurer Injury Management Programs, and will be reviewed regularly to ensure that it is effective and achieves positive return to work outcomes.

Return to Work Manager:	**All States**	**Dane Kayem**	**Ph: 0427 040 802**
Return to Work Coordinators:	**All States**	**Katherine Villiers**	**Ph: 0428 713 471**
Workers Compensation Insurers:	**NSW**	**EML**	**Ph: 13 77 22**
	VIC	**EML**	**Ph: 1800 365 842**
	SA	**EML**	**Ph: 1800 688 825**
	QLD	**WorkCover Qld**	**Ph: 1300 362 128**
	WA	**CGU**	**Ph: 1300 307 952**



Ray Roberts, Chief Executive Officer – August 2026

ISO 45001 certified Equal Assurance ISO 9001 certified Equal Assurance ISO 14001 certified Equal Assurance