APPROACH TO SOCIAL INITIATIVES AND SUSTAINABILITY

Melbourne Pipelines recognises it has a responsibility to adopt social and sustainable practices throughout the business. The company's focus is on ensuring that its social and sustainable initiatives not only contribute to the environment but also to the wider community. Furthermore, over time, we will explore new social and environmental initiatives to implement to enhance our contribution (e.g. identify ways to reduce greenhouse gas emissions before procuring offsets). This is a process that will require continuous monitoring and improvement.

Melbourne Pipelines has a policy to encourage clients, staff, suppliers and sub-contractors to minimise their impact on the environment as far as practical and to create social benefits for the wider community when delivering our construction services. We will endeavor to go above and beyond to implement social and sustainable business practices that minimise harm and maximise the benefit to the environment and our local community.

Melbourne Pipelines will implement the following policies to provide some confidence that the employees will carry out the policy and instructions of the company.

- Train Supervisors and staff in the policies and reasons why social initiatives and sustainability is important and how to implement these policies.
- Encourage employees to identify and report possible alternatives that will minimise excessive use of vehicles, waste, water, heavy machinery, generators etc or promote socially beneficial outcomes.
- Encourage employees to identify opportunities to use recycled products and materials on our projects where practical.
- Where required contractually, prepare a specific Environmental Management Plan, to protect specific issues such as local heritage issues or special vegetation types.

This document serves as a summary of our Sustainability Management Plan and MPL-Form-01-05 MPL Social Commitment documents. It is to be used for staff training as part of our weekly toolbox program. It is important that all employees follow the control measures in this document as we have to make and report on commitments to both the Victorian Government and Yarra Valley Water.

SUSTAINABILITY CONTROL MEASURES USED BY MELBOURNE PIPELINES TO IMPLEMENT INSTRUCTION

When this instruction is completed as part of the Weekly Toolbox Meeting Program the HSQE Manager (or delegate) must seek feedback from office, workshop and site staff on the following:

- If any of these initiatives are not being completed anymore.
- If new initiatives are being completed and need to be included.

Any changes must be updated in Sustainability Management Plan template, MPL-Form-03-04, MPL-EI-15 and MPL-Form-01-05 MPL Social Commitment YVW Tenders and are to be reviewed/approved by the Program/Construction Manager.

Toolbox Question – What does Circular Procurement involve and what control measures do we do on-site?

Control measures used **On-Site** (Project Manager/Engineer, Site Supervisors and Site Staff are responsible for implementing) that facilitate our Circular Procurement Plan include:

- Use of recycling bins for paper, glass, plastic and cardboard where possible (Cleanaway).
- Use of tablet-based IMS system (SkyTrust) to minimise paper use on-site.
- Recycle service proving slurry (ELS only). This involves using a clean fill pit (capacity 1.6M litres) whereby 50% is water and the remaining 50% is recycled (into 30% sand, 30% rock, 30% clay and 10% topsoil). The rock and sand is reused for backfill, driveways, site access roads. The water is recycled for truck washing.
- Recycle dry spoil for ground rehabilitation works (e.g. quarries, dams etc. Wonga Plant Hire).
- Recycle concrete and asphalt (Alex Fraser and Wonga Plant Hire).
- Recycle steel, copper, brass solids, lead batteries, aluminium (Norstar).
- Recycle PVC and PE pipe (Nationwide Connect Recycling; NWC).
- Use lithium rechargeable batteries for the DCI sondes for drilling.
- Reuse spoil on-site where practical and when WSA guidelines permit its use.
- Use recycled plastic marker posts (Replas).
- Use recycled lawn mix for top-soil reinstatement (Wonga Garden Supplies, formerly Riverside Sand and Soil).
- Use recycled plastic kerb eductors/thrust blocks for isolation valve stability (Reece).
- Use recycled bollards (OC Connections).
- Use of A4 and A3 recycled paper for printing and photocopying (Muru).
- Use of recycled toilet paper. (Who Gives a Crap)
- Reuse “Keep Coffee” cups on-site (wherever practical) in lieu of using single use paper/cardboard based coffee cups. (Espresso Elements)
- Use of recycled silt traps, safety tape and bunting (Cacti Conserve).

Toolbox Question – What does Emissions Reduction involve and what control measures do we do on-site?

Control measures used **On-Site** (Project Manager/Engineer, Site Supervisors and Site Staff are responsible for implementing) that facilitate our Emissions Reduction Plan include:

- Use of solar panels for our portable traffic lights on-site.
- Use of Indigo Power as our utility provider for all gas and electricity used. We are purchasing 100% Greenpower which is accredited local renewable electricity. We are using the power offset plan which offsets 100% of the emissions from our gas usage. As a GreenPower customer, if we purchase 50% or more of our annual usage as GreenPower, we can list our business on the GreenPower government website and can receive a GreenPower promotional pack to promote our support of renewable energy at our premises. We can go to the GreenPower website once we have purchased the required amount of GreenPower and apply to use the GreenPower Customer Logo.
- Try and avoid vegetation removal (if safe to do so) and if vegetation requires removal then ensure minimal impact is done to the environment.
- Ensure minimal excessive use of electricity through switching off computers, copiers, printers, lights and other electrical equipment when staff are not in the site office or compound.
- Ensure that all decisions are made with consideration of the impact on greenhouse gas emissions, potable water consumption, stream and bay water quality, waste to landfill and air pollution.
- Check the tyres of our plant and equipment to ensure they operate more efficiently (therefore using less energy/fuel).
- Ensure that all tools, plant equipment, compressors, machinery etc are turned off (i.e. not on standby or switched off at power points. This contributes to as much as 10% of our energy use) when staff are not on site.
- Encourage staff to car-pool to and from site each day.
- Replace company Utes with hybrid Utes progressively as they need replacing. The first company Ute to be replaced is Alec's Mazda BT-50 with a Foton Tunland in 2026.

Control measures used **On-Site** (Project Manager/Engineer, Site Supervisors and Site Staff are responsible for implementing) to implement environmental best practice techniques:

- All control measures outlined in our suite of environmental instructions.
- Prior to works, every morning staff are briefed on all environmental requirements or prevention of possible impacts to the environment.
- Ensure that all decisions made with respect to the purchase of materials and equipment, are made with consideration of the decisions environmental impact.
- Melbourne Pipelines will undertake to restore, to a reasonable level, sensitive areas that are damaged by Melbourne Pipelines, which are outside the limits of the contract.
- To restore and regenerate areas within the site boundaries or outside that are damaged (including all disturbed areas, structures, pavements or services damaged due to construction work) during normal construction activities. The site will be restored to its former condition or better upon completion of the WUC.

- Melbourne Pipelines will keep the site and WUC clean and tidy and regularly remove rubbish and surplus material.
- Refer to vegetation maps at toolbox to stay ahead of works.
- Reasonably protect vegetation within and adjacent to the construction site. Tree Protection Zones (TPZ) are implemented to ensure there is no impact to the surrounding vegetation and any tree removal is avoided as far as practical and when safe to do so.
- Use of Treetec website to calculate Tree Protection and Structural Root Zones.
- Silt protection of waterways and drains and spill clean-up practices.

Control measures used in the **workshop** (Workshop Manager, Managing Director and HSQE Manager are responsible for implementing) that facilitate our Circular Procurement Plan include:

- Recycle waste oil collection (Heidelberg Waste Transfer Station or JR Richard).
- Use of recycling bins for paper, glass, plastic and cardboard.
- Use of tablet-based IMS system (SkyTrust) to minimise paper use in office.
- Use of recycled toilet paper in workshop (Who Gives a Crap).
- Use of energy efficient globes.

Control measures used in the **workshop** (Workshop Manager, Managing Director and HSQE Manager are responsible for implementing) that facilitate our Emissions Reduction Plan include:

- Use of Indigo Power as our utility provider for all gas and electricity used. We are purchasing 100% Greenpower which is accredited local renewable electricity. We are using the power offset plan which offsets 100% of the emissions from our gas usage.
- Ensure minimal excessive use of electricity through switching off computers, copiers, printers, lights and other electrical equipment at night-time.
- Ensure that all tools, plant equipment, compressors, machinery etc are turned off (i.e. not on standby or switched off at power points. This contributes to as much as 10% of our energy use) when staff are not in the factory.
- Check the tyres of our plant and equipment to ensure they operate more efficiently (therefore using less energy/fuel).
- Implementation of proactive and reactive plant/truck maintenance program to minimise emissions.
- Implementation of plant/truck purchasing program whereby old vehicles are progressively replaced with new vehicles to minimise emissions.

Control measures used in the **office** (Managing Director, Program/Construction Manager, Project Manager/Engineer, HSQE Manager and Accounts Manager are responsible for implementing) that facilitate our Circular Procurement Plan include:

- Use of recycling bins for paper, glass, plastic and cardboard (JJ Richards).
- Use of tablet-based IMS system (SkyTrust) to minimise paper use in office.
- Use of A4 and A3 recycled paper for printing and photocopying (Muru).
- Use of recycled toilet paper in office (Who Gives a Crap).
- Use eco-friendly (made without trees) tissues/paper towels (Who Gives a Crap).
- Use two-sided printer/photocopier and set it as the default.

- Ensure that all decisions made with respect to the purchase of materials and equipment, are made with consideration of the decisions environmental impact.

Control measures used in the **office** (Managing Director, Program/Construction Manager, Project Manager/Engineer, HSQE Manager and Accounts Manager are responsible for implementing) that facilitate our Emissions Reduction Plan include:

- Use of Indigo Power as our utility provider for all gas and electricity used. We are purchasing 100% Greenpower which is accredited local renewable electricity. We are using the power offset plan which offsets 100% of the emissions from our gas usage.
- Ensure minimal excessive use of electricity through switching off computers, copiers, printers, lights and other electrical equipment when staff are not in the office.
- Engage 3rd party to provide expert advice on purchasing offsets and provide certificates.
- Monitor and offset (Carbon Neutral) our company greenhouse gas emissions to ensure we are offsetting 100% of our emissions and are a greenhouse gas neutral company.
- Use of energy efficient globes.
- Work from home option for office staff to limit vehicle usage.
- Replace company Utes with hybrid Utes progressively as they need replacing. The first company Ute to be replaced is Alec's Mazda BT-50 with a Foton Tunland in 2026.

SOCIAL AND INDIGENOUS ENTERPRISES/INITIATIVES

When this instruction is completed as part of the Weekly Toolbox Meeting Program the HSQE Manager (or delegate) must seek feedback from office and site supervisor staff on the following:

- If any of these initiatives are not being completed anymore.
- If new initiatives are being completed and need to be included.

Any changes must be updated in Sustainability Management Plan template, MPL-Form-03-04, MPL-EI-15 and MPL-Form-01-05 MPL Social Commitment YVW Tenders and are to be reviewed/approved by the Program/Construction Manager.

Toolbox Question – What are some social initiatives that MPL have undertaken to support Indigenous Australians, people a disability, women in construction and trainees/cadets and apprentices?

We engage following certified Kinaway & Supply Nation Enterprises:

- Panku Safety Solutions - PPE supplies.
- Muru - Purchase recycled paper.

We engage the following certified Social Traders/Social Enterprises:

- Leadership Victoria – provided leadership training course.
- Clean Force Property Services – a National Disability Insurance Scheme (NDIS) registered provider of employment that undertakes periodic cleaning of our offices.

- OC Connections Limited (trading as OC Connections) is a registered NDIS provider that supplies us with recycled bollards as required.
- St Johns Ambulance Australia – First aid kit replenishment.
- Indigo Power – Power and Gas provider on-site, workshop and office.
- Who Gives a Crap – Provide recycled toilet paper, forest friendly tissues and bamboo paper towels.
- Waverley Industries – Provide truck cleaning, yard weed spraying and catering services.
- Nadrasca - Provide site signs.
- Brite – Provide first Aid training services.
- Fruit2Work - Supply of fruit to yard.

In terms of initiatives regarding trainees, cadets, apprentices, people with a disability and women and indigenous Australians in construction:

- With the assistance of Fairpath we have developed a Gender Equality Policy which is toolboxed to staff annually and readily available to staff on our IMS cloud-based system.
- We have developed a Diversity and Inclusion Policy which acknowledges Aboriginal Torres Strait Islanders and what we can do to accommodate their needs and build relationships.
- We have developed a Disability Support Policy which is toolboxed to staff annually and readily available to staff on our IMS cloud-based system.
- We have a disability action plan template ready to use when required.
- We currently employ two females on-site and one female in the office.
- We commenced an apprenticeship program in 2015 for staff involving the completion of a Certificate 3 in Civil Construction. To date four employees have completed this program at MPL and Heidi Smith is currently enrolled in the program (as part of the Victorian Registration and Qualifications Authority). We plan to enrol another employee once the current employee completes their apprenticeship.
- As of October 2023 we are registered with the Civil Contractors Federation Pathways Program. The program is designed to attract women and/or first nations people into entry-level roles, provide initial “job ready” training, and ultimately, complete a Certificate 3 in Civil Construction. In October 2023 we recruited another female worker, Samantha Howell, via this program.
- We sought HR advice to prepare a new cadetship employment contract such that we can employee a cadet on-site for up to 3 months a year. This would ensure that they complete necessary construction training courses, receive on the job training and real work experience to set them up to work in the industry. It may potentially provide them with an opportunity to work for us as an additional trainee (depending on the situation at the time) beyond the 3- month term.

In terms of Domestic and Family violence:

- With the assistance of Fairpath (HR consultant) we have developed a Domestic and Family Violence (DFV) Policy which is toolboxed to staff annually and readily available to staff on our IMS cloud-based system.
- Staff are entitled a certain number of additional paid leave days due to Domestic and Family violence.

In terms of supporting charitable organisations:

- We support Water Aid (via the Water-Aid ball). As members of the water industry in a country where it is easy to take clean water for granted, we support projects to bring the same lifesaving essential to developing countries.

We monitor and report on our use of the above types of indigenous and social trader enterprises, women in construction and indigenous Australians as follows:

- We monitor a variety of the above parameters via MPL-Form-03-04.
- Each year we set objectives relating to certain parameters above and where required it is an item listed in our Management Meeting Agenda to ensure it gets monitored and reported on.
- We have an over-arching HR and People Strategy document that sets out the actions and its measurements, responsibility and frequencies where required.

FEEDBACK AND POSSIBLE NEW ENVIRONMENTAL, SUSTAINABLE AND SOCIAL INITIATIVES

Melbourne Pipelines have a range of control measures to potentially explore in future. These are outlined in our Sustainability Management Plan and MPL-Form-01-05 MPL Social Commitment YVW Tenders document.

If staff have any feedback on existing environmental, sustainable or social initiatives then advise your Site Supervisor who can pass that onto the HSQE Manager and Construction Manager.

If staff have any ideas on new environmental, sustainable or social initiatives then raise an OFI on SkyTrust and discuss with the HSQE Manager (or delegate).

ENVIRONMENTAL AND SOCIAL MONITORING PROGRAM

Staff are encouraged to refer to MPL-Form-01-05 MPL Social Commitment document and our Sustainability Management Plan for further details on this topic. Staff will learn what gets monitored via our monthly KPI reporting program and annual objective reporting.

CONTROL MEASURES FOR OUR SUPPLY CHAIN REGARDING ENVIRONMENT AND SOCIAL INITIATIVES

Staff are encouraged to refer to MPL-Form-01-05 MPL Social Commitment document and our Sustainability Management Plan for further details on this topic.

COMPANY CULTURE MEASUREMENTS AND MONITORING

Company culture has a high priority in our organisation. We all spend a lot of our time at work and whilst we wish gain satisfaction through a strong work ethic we also want our employees to have fun and enjoy coming to work with their colleagues. We measure workplace culture through:

- Company culture monitoring - we review company culture measures and objectives, such as the number of social events for staff, staff numbers and staff retainment, patterns of site lateness, sick leave, RDO calendar (to facilitate work-life balance for hours worked and to discourage ‘sickies’), company performance in our KPI program and weekly toolbox attendance, along with the other items listed including gender and diversity. This helps us to keep a finger on the pulse in terms of our internal culture, spot any trends and take early action if required.

- Targets - We set ourselves a number of racial and gender diversity targets and monitor our performance on a monthly basis and based on a 12-month rolling average (% employees).
- Management review against targets - our management team meeting agenda includes a section reporting on the following key social initiatives:
  - Review of any domestic and family violence safety plans enacted.
  - Number of employees accessing domestic and family violence leave.
  - Number of employees accessing flexible working arrangements for DFV purposes and nature of flexible working arrangements.
  - Review action taken to support employees experiencing DFV.
  - Progress on number of women, men, different generation Australian and Aboriginal and Torres Strait Islanders working for or resigning from Melbourne Pipelines (show graphs).
  - Progress on number of cadets, trainees and apprentices working for or resigning from Melbourne Pipelines.
  - Review of any disability action plans enacted and review of reasonable adjustments in place for employees with disabilities.
  - Review of hiring plans - including apprentices/cadets, female workers, older workers, indigenous Australians and new Australians.
  - Review company culture monitoring.
  - Review environmental monitoring.
  - Review KPI program company performance and staff BBQs won and employee of month awards won.
- Staff retention:
  - This is a key measure of company culture and we have a high rate of staff retention (having met our objectives year after year), which is a testament to the practices we put in place to develop a positive company culture, including the KPI program and barbecues (described above), work hours and staff entitlements. As well as the barbecues we host:
    - Four social events for staff every year. These are not performance related but do recognise the value we place on our staff.
    - Golf Day - once a year we commemorate our founder Lou Razzi, with a golf day in his memory for all staff, key relationships and Lou's family and friends.
- Policies to have a safe and fair workplace and procedures also to promote mental health and wellbeing:
  - Workplace behaviour policy – creating a respectful workplace.
  - Domestic and family violence policy – support for staff in DV situations.
  - Disability support policy – including people who care for someone with disabilities.
  - Diversity and Inclusion policy – embrace diversity and valuing each member of staff (also acknowledges Aboriginal Torres Strait Islanders).
  - Gender equality policy – covering recruitment, remuneration, flexible working and succession planning.
  - People Strategy (MPL-Form-14-28) that outlines how we implement the above.
  - MPL-SI-24 Mental Health and Wellbeing inc. Risk Assessment.

Melbourne Pipelines (MD)_____