

# Policy: Subcontractors

Policy	<p>Subcontractors may be an essential element of our business, &amp; critical to the safe delivery of quality products &amp; services.</p> <p>SM Automatic Doors will at all times engage with subcontractors in a fair, equitable, professional manner, &amp; expects the same professionalism in return.</p> <p>SM Doors recognises that subcontractors are not employees. They have their own businesses to run &amp; other clients to service. SM Doors will place no restrictions on subcontractor businesses, except in terms of information considered to be “commercial-in-confidence”.</p> <p>SM Doors requires subcontractors to provide a range of information relating to people who will be working on our work sites. We undertake to keep that information secure, and to only disclose personal information on a need-to-know basis, in compliance with the Australian Privacy Act 1988, Privacy Regulation 2013, and the Australian Privacy Principles 2014.</p> <p>To achieve this policy, specific responsibilities as detailed below are required.</p>
As a company, SM Doors will	<ul style="list-style-type: none"> <li>• Engage subcontractors based on evidence of performance whenever such evidence is available. Priority must be given to subcontractors with a proven track record with regards to safety, quality, efficiency, compliance and customer service.</li> <li>• Deal with subcontractors in a fair, equitable, honest manner. Do not accept inducements or request personal favours</li> <li>• Provide project information in a timely manner that allows subcontractors to schedule and balance their work according to their own workloads</li> <li>• Request information as evidence of statutory compliance, and keep this information secure</li> <li>• Pay claims in a timely manner</li> </ul>
Managers & Supervisors will	<ul style="list-style-type: none"> <li>• Deal with existing subcontractors as follows: <ul style="list-style-type: none"> <li>- Excellent performers (safety, quality, efficiency, compliance and customer service) given priority to encourage them to prioritise service to SM Doors</li> <li>- Satisfactory performers assisted and encouraged to improve their performance</li> <li>- Poor performers evaluated with regard to their potential to improve to satisfactory measures, and assisted and encouraged to improve their performance if potential exists. Otherwise discontinue their use.</li> </ul> </li> <li>• Engage new starters after evaluation of a range of evidence (including referees), provide all necessary information about SM Doors’ requirements and expectations, monitor their performance, and provide feedback as soon as practically possible.</li> </ul>
Employees will	<ul style="list-style-type: none"> <li>• Work cooperatively with subcontractors as part of the team. Learn from them and share your skills and knowledge with them.</li> </ul>
Contractors & Suppliers will	<ul style="list-style-type: none"> <li>• Comply with SM Doors’ approved systems of work, and those of the site PCBU (Principal Contractor, or Facility Manager)</li> <li>• Directly control &amp; supervise works by competent personnel at all times</li> <li>• Never compromise safety for any reason, maintain a safe workplace on SM Doors’ behalf, and know that we will support your efforts towards a safe workplace</li> <li>• Report all accidents, incidents and near misses so that we can collectively improve our performance.</li> <li>• Provide all requested information relating to individual personnel competence and licenses.</li> <li>• Keep SM Doors’ commercial information secure, and not disclose your other clients’ sensitive information to SM Doors’ personnel.</li> <li>• Not offer inducements to SM Doors personnel for work</li> <li>• Clarify and agree the scope of work and terms of trade before commencing works. Provide a schedule of rates for variations and incidental work.</li> <li>• Maintain currency of required licences and skills.</li> <li>• Represent SM Doors professionally, minimise risk, and maximise outcomes to the company.</li> <li>• Invoice promptly as agreed</li> </ul>

Signed:



Jeremy Michaelson  
 Director  
 SM Automatic Doors Pty Ltd  
 Dated: 14<sup>th</sup> April 2021

Next Review: on or before 14<sup>th</sup> April 2022