

ARA's Corporate Social Responsibility Policy

ARA embraces the definition of the **International Organization for Standardization** of Corporate Social Responsibility (CSR), in ISO 26000, which says:

Social responsibility is the responsibility of an organisation for the impacts of its decisions and activities on society and the environment, through transparent and ethical behaviour that:

- *contributes to sustainable development, including the health and the welfare of society;*
- *takes into account the expectations of stakeholders;*
- *is in compliance with applicable law and consistent with international norms of behaviour; and*
- *is integrated throughout the organisation and practiced in its relationships.*

At ARA all our decision making gives real consideration to balancing commercial returns, customer service, supporting the communities in which we operate and environmental interests.

ARA, as a group recognises that our social, environmental and ethical conduct has a direct impact on our reputation in the marketplace and how we are viewed by our employees.

ARA is committed to advancing policies and systems across our company to ensure we monitor all aspects of our Corporate Social Responsibility as it pertains to our business, specifically good ethical behaviour, concern for employees' wellbeing, health and safety, and care for the environment and community.

Ethics

ARA expects all of its business is conducted in compliance with high ethical standards of business practice. We apply these standards to all our dealings with employees, customers, suppliers, legal authorities and other stakeholders.

A summary of the key objectives:

- directors and employees will at all times operate within applicable laws
- all employees have the right and responsibility to ensure that ARA's business is conducted with high ethical and legal principles
- discrimination or harassment of any kind will not be tolerated
- directors and employees will ensure that there is no conflict of interest in any of their dealings



- employees are encouraged and supported to report in confidence any suspected wrongdoings

While not a listed company on the Australian Stock Exchange, ARA supports adherence to the Australian Securities Exchange Corporate Governance Council's Principles and Best Practice Recommendations.

Our people

ARA predominantly provides services to the market, which means we are only as good as the people we employ and engage. We aim to find and keep the highest calibre of employees and encourage their contribution and personal development.

ARA's preferred contractors are required to meet our exacting performance standards and we endeavour to maintain long term relationships with our preferred contractors. The performance of our preferred contractors is constantly monitored and reviewed.

Our goal is to provide an environment that fosters collaboration and work practices to drive our group forward.

ARA's policy is to maximise the opportunities for internal promotion. Employees are provided with ongoing learning and development opportunities to fulfil their potential

ARA is committed to providing an equal opportunity to all existing and prospective employees without discrimination based on religion, disability, gender, age, marital status, sexual orientation, race and ethnicity.

Work Health & Safety

ARA is committed to eliminating workplace injuries and illness, and providing a safe and healthy environment for employees, contractors, sub - contractors and the public. Our objective is for zero injury and illness to be recorded by ARA.

ARA, in collaboration with a leading Australian private health fund, offers employees and their families discounted private health insurance cover, which includes extended benefits under ARA's corporate plan. This cover helps minimise the adverse impact of injury and illness.

We work to promote a culture where personal responsibility for safety and health is second nature.



Work Health & Safety (WHS) is a permanent item on our board of directors' meeting agenda. ARA's goal is absolute compliance with all relevant statutory WHS legislation.

Our aim is for continuous improvement of health and safety management through communication, consultation, honesty and ownership. Employees are encouraged to report any potential risk hazards. All reports are elevated through the appropriate management chain up to director level for immediate assessment and action.

Environment

ARA is committed to minimising the impact of its business activities on the environment.

The board of ARA is accountable for the overall environmental compliance and performance. This includes providing guidance and necessary resources and support to ensure that ARA's business activities are undertaken in a manner that at all times considers and effectively manages potential environmental risks.

ARA's individual business managers are responsible for implementing ARA's environmental policies and guidelines. They are entrusted to proactively address issues that may adversely affect environmental performance within their business. This includes assessing likely environmental outcomes before decisions to proceed with activities and considering environmental outcomes when making decisions in the same way that consideration is given to safety, cost, quality and time.

Community

ARA has established its own charitable foundation, the ARA Endowment Fund as a way for the ARA Group and employees to collectively give back to communities and people, throughout Australia. The Fund's committee is made up of employees. Over the years the Fund has supported many registered charities. ARA is extremely proud of the support that we have provided to those in need in the communities in which we operate and live.