

Workplace Surveillance Standard

1. Scope

This Standard outlines the way in which Qube Holdings Limited and its subsidiaries (the **Company**) undertakes camera, computer and tracking surveillance on its employees, contractors, agents and persons attending the Company's work sites).

This Standard does not, and is not intended to, have contractual effect.

2. Workplace Surveillance

The Company carries out the following forms of surveillance:

- camera surveillance;
- computer surveillance; and
- tracking surveillance.

In locations where camera surveillance is conducted, it is ongoing and continuous. All closed-circuit television cameras used for surveillance are clearly visible and appropriate signage (if required) is installed to notify persons that they may be under surveillance via those cameras. The Company will not carry out camera surveillance in change rooms, bathrooms, toilets, shower facilities, first aid rooms or other locations prohibited by law.

Computer surveillance is ongoing and continuous. To that extent, the Company continuously monitors and logs the computers, mobile phones, smart devices, internet and email usage of its employees and any other workers (for example, contractors or agents) accessing the Company's systems or using the Company's devices.

Logged information is accessible by authorised Company officers. The Company may prevent delivery of emails that employees or other workers using the Company's systems send or receive, and may prevent access to internet websites, where such delivery or access constitutes unauthorised use of the systems.

On vehicles and devices where tracking surveillance is conducted, it is ongoing and continuous. The Company undertakes tracking surveillance using global position systems (**GPS**) fitted to company issued vehicles, vessels, smart phones and other smart devices. The Company will display a notice that persons are subject to tracking surveillance on any electronic device the primary purpose of which is to monitor or record geographical location or movement (such as a GPS tracking device), and on any vehicle fitted with such a device.

The Company collects and stores and may use or disclose any information and material it obtains as a result of surveillance it conducts pursuant to this Standard (including the content of communications):

- for any legitimate purpose relating to the employment of its employees (including to monitor performance or investigate alleged misconduct, breaches of the law or Company policies);
- for any legitimate purpose relating to its business activities or functions;
- to law enforcement agencies in connection with the detection, investigation or prosecution of an offence;
- for purposes related to the taking of proceedings; or
- to avert an imminent threat of serious violence to others or substantial damage to property; and/or as required by law.

3. Surveillance by third parties

Employees, contractors and agents should also be aware that surveillance may be undertaken by third parties such as clients, members of the public and others.

4. Consent

By reading this Standard and continuing your employment or engagement with the Company, you consent to the Company undertaking camera, computer and tracking surveillance in accordance with this Standard.