

1.0 PURPOSE AND SCOPE

This policy relates to the procedures Unipod Pty Ltd will action for the delivery of EPS Waffle Pods and collection of recycling offcuts from building sites during situations of inclement weather conditions.

Unipod Pty Ltd will reserve the right to cancel delivery of EPS Waffle Pods during situations of inclement weather conditions with emphasis during forecast and/or existing strong wind weather conditions. As part of safe assessment of the delivery of lightweight EPS Waffle Pods onto a construction/building site for the construction of concrete slabs, Unipod Pty Ltd needs to consider the significant effect that specific weather elements – and in particular strong winds – can have on this product even after being tied down. Whilst Unipod Pty Ltd has a robust and effective tie down procedure that is intended for a 4-hour usage, severe wind conditions and/or product being on sites for several days can negate the effectiveness of tie down resulting in EPS pods being blown away. This can subsequently cause a significant environmental/safety impact, and a costly and time-consuming clean-up process.

Unipod Pty Ltd place safety at the forefront of our business and minimising our impacts on the Environment which is required to ensure conformance to our Environmental and OHS responsibilities.

This Policy applies to all customers and employees of Unipod Pty Ltd.

2.0 POLICY

This Policy will commence on and from March 1st, 2023. It replaces all other Inclement Weather policies.

2.1 Safety Analysis for Delivery of Pods

- a) Unipod Pty Ltd will assess the following day or current day's weather conditions with emphasis on wind conditions. This task will be performed by the Logistics Manager in consultation with the Operations Manager.
- b) Unipod Pty Ltd place safety at the forefront of our business. Delivering EPS in high wind conditions (>20kph) can be both extremely difficult and dangerous to Unipod Pty Ltd delivery personnel.

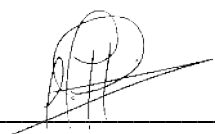
2.2 Cancellation decision on Scheduled deliveries

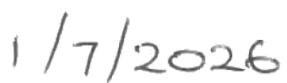
- a) If a decision is made to cancel a delivery, the Customer/Site contact will be notified by a Unipod Pty Ltd staff member. Please also note that notification will occur as early as possible and may be immediate in nature with short notice due to changing nature of the weather.

- b) The customer is responsible to advise Unipod Pty Ltd what reschedule date is required and/or if request for delivery next day is preferred. Please note, requested new delivery time slot will be met wherever possible but due to the volume of work, timeslots will be scheduled for next available which may not be the same as requested time slot.
- c) Please note: If the customer contact is not available (due to an early AM delivery schedule or any other reason), the Logistics Manager will make the cancellation decision and advise the Unipod Pty Ltd Operations Manager and Office Manager accordingly. A notification email will be sent to the customer advising on the cancellation of delivery as per the Unipod Pty Ltd Inclement weather policy.
- d) Where customers are aware of any situation where the delivery will be unachievable, they are encouraged to contact Unipod Pty Ltd as soon as possible.
- e) Unipod Pty Ltd vehicles and trailers used for the deliveries are light wheel based and weather conditions may be deemed unsafe for them to travel to site. Please note, chain of responsibility legislation applies to Unipod Pty Ltd deliveries meaning customer requests, demands are serious factors included in the chain.

2.3 Customer Non-Acceptance of Cancellation

- (a) If the customer demands they require product to be delivered during inclement weather conditions, they will need to agree and accept responsibility for any clean-up and/or cost associated for any product blow away situations, should this occur.
- (b) The customer will need to provide staff onsite to receive the goods off the truck.
- (c) Unipod Pty Ltd will not be responsible for placement or tie down.
- (d) Unipod Pty Ltd reserves the right to cancel delivery once on site if site deemed not safe enough for delivery to be completed by Unipod Pty Ltd personnel.
- (e) Unipod Pty Ltd reserves the right to vary, replace or terminate this Policy from time to time.



Grant Johnston
CEO

Date