

# CONTINGENT LABOUR POLICY

## Purpose

This policy outlines the procedures and guidelines for engaging and managing contingent labour within Brenmar Ltd. This policy aims to ensure legal compliance, mitigate risks, and maintain operational efficiency while utilizing contingent workers.

## Scope

This policy applies to all employees, managers and contingent workers engaged by Brenmar Ltd, including but not limited to:

- Independent Contractors
- Subcontractors
- Temporary Agency Workers
- Consultants

## Definitions

- **Contingent Labour:** Individuals engaged to perform work for the Company on a non-permanent basis, who are not classified as employees.
- **Independent Contractor:** An individual who provides services to the Company under a contract for services, with control over the means and methods of performing the work.
- **Subcontractor:** A company or individual hired by the Company to perform specific tasks or portions of a project.
- **Temporary Agency Worker:** An individual supplied by a temporary employment agency to perform work for the Company.
- **Consultant:** An individual with specialized knowledge or expertise engaged to provide advisory or professional services.

## Sourcing and Selection

- Contingent workers will be sourced through reputable agencies, direct recruitment, or referrals, as appropriate. Selection will be based on qualifications, experience, and suitability for the specific project requirements.

## Contractual Agreements

- All contingent worker engagements must be supported by a written agreement.
- Agency workers must be covered by a contract between Brenmar Ltd and the agency.

## Compensation and Payment:

- Payment terms will be clearly defined in the contract or agreement.
- Invoices must be submitted in accordance with the Company's standard T&C's.
- The Company will comply with all applicable tax regulations regarding payments to contingent workers.

## Safety and Health

- The Company is committed to providing a safe and healthy work environment for all contingent workers.
- Contingent workers will receive a Mandatory Site Induction including safety procedures, company policies relevant to their work, and emergency protocols.
- Agency and CIS Labour Only Workers will be provided with necessary personal protective equipment (PPE) and training.
- Contingent workers are required to comply with all site safety regulations and procedures.
- Any safety concerns or incidents must be reported immediately to the site Manager.

## Liability and Insurance

- Independent contractors and subcontractors are required to maintain adequate insurance coverage, as specified in their agreement.
- The Company will maintain appropriate insurance coverage for temporary agency and CIS Labour only Workers.

## Confidentiality and Intellectual Property

- Contingent workers are required to maintain the confidentiality of all Company information.
- Ownership of intellectual property created during the engagement will be determined by the terms of the agreement.

## Termination

- The Company reserves the right to terminate contingent worker engagements in accordance with the terms of the agreement.
- Termination procedures will be conducted in a professional and respectful manner.

## Compliance

- All contingent worker engagements must comply with applicable labour laws, tax regulations, and safety standards.

Signed



Mark Harvey

Director

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