GEORGIOU VALUES

STEP

Safety
We are passionate about the health, safety and well-being of our people, the community and the environment.

Teamwork
Together we face and overcome challenges and hold each other accountable by communicating openly with respect and integrity.

Excellence
We strive to excel by continuously learning, developing skills and delivering quality outcomes for our clients.

Pride
We are proud of and celebrate our achievements. We make things happen by creating fun, innovative and collaborative environments where everyone is empowered to be successful.

Georgiou

PRIVACY

POLICY

Georgiou acknowledges and respects the privacy of individuals and will operate in accordance with the *Privacy Act 1988* as amended. This Policy extends to cover all operations and functions of Georgiou.

Georgiou will not collect personal information unless the information is necessary for its business purposes. Collection of personal information will be fair, lawful and non-intrusive. Georgiou will only collect sensitive information with the individual's consent or as required by law. Personal information will only be used for the purposes for which it was collected.

These include:

- candidate information submitted and obtained from a candidate and other sources in connection with applications for employment;
- candidate information submitted and obtained from a contractor and other sources in connection with applications for contracting projects/assignments;
- employee personal information collected during the term of employment;
- information submitted and obtained in relation to absences from work due to leave, illness or other causes;
- information obtained to assist in managing client and business relationships; and
- information submitted and obtained in relation to compensation claims and injury management.

All reasonable safeguards will be maintained to protect personal information against unauthorised access, alteration, disclosure, misuse or loss. In addition, only authorised personnel shall have access to personal information.

Upon request, individuals may access their personal information and notify Georgiou of any change, modification or correction by contacting Human Resources. A written request may be required to access this information.

If you believe there has been a breach of our Privacy Policy, please contact Human Resources, who will handle your complaint as quickly as possible and keep you informed of the progress.

For further information on our Privacy Policy, please contact Human Resources.

John Georgiou
Chief Executive Officer
September 2015