

Organisational Review & Change Management Policy

Rationale

Our vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services.

Our human resources strategy is to create a sustainable competitive advantage by aligning our people to our vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement.

We recognise that the way we organise our people, assign work tasks, and delegate responsibilities in a constantly changing business environment can have an adverse impact on strategy execution, if not done well. For example, individuals that end up with a heavy workload due to changes in the business environment can become vulnerable to burnout, and those who end up with a light workload due to changes in the business environment can become bored and disinterested in their work. Both situations can lead to job dissatisfaction, which in turn can have a negative impact on workplace morale, turnover, productivity, and, ultimately, profits.

As markets and business conditions change, as we have seen with the impact of the covid-19 pandemic, businesses need to adapt. We recognise that while a business is entitled to change the way it does business in order to remain viable and to mitigate business risk, a business's approach to implementing change that affects the terms and conditions of employment of its employees, must not be inconsistent with an employer's good faith obligations and duty of fair dealings, or the legal rights of affected employees.

Our approach to strategy execution is to adopt the EZHR System and its policy framework to achieve our strategic HR objectives. The EZHR System is a documented people management and workplace safety system that incorporates an effective periodic organisation review and change management sub-system designed to help ensure the business remains efficient and competitive in a changing business environment.

Policy Statement

360 Degrees Security & Investigations Limited shall operate an effective system of periodic organisation review and change management that ensures the business remains efficient and competitive in a changing business environment by focusing on (1) the annual systematic review of assigned work tasks in order to maintain even workload distribution across roles; and (2) ensuring that employees whose jobs are likely to be affected by proposed change, including significant structural change, are

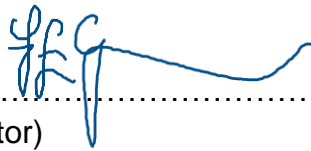
properly consulted in a fair and reasonable way and that any applicable legal protections are observed.

Policy Guidelines

1. The HR Manager shall maintain the HR11A Organisation Chart.
2. The HR Manager shall lead and report on an organisation review conducted:
 - a. in accordance with these guidelines; and
 - b. annually.
3. The objectives of the organisation review shall be:
 - a. to ensure that job descriptions remain current within a changing business environment; and
 - b. to ensure that individual workloads are spread evenly across roles within each business unit; and
 - c. to ensure there is sufficient human resources available to respond to business growth and changing customer needs and expectations.
4. The areas of focus of an organisation review shall be:
 - a. review individual workloads to determine work volume imbalance (Does any individual have too much work, or not enough work?)
 - b. informed by the results of the workload review, review the Job Descriptions:
 - (i) to ensure the job title remains appropriate; and
 - (ii) to ensure the list of job tasks are up to date; and
 - (iii) to decide whether any of the job tasks should be re-assigned (for instance, upwards, downwards, or sideways); and
 - c. review delegated authorities to decide whether a delegated authority should be re-delegated (for instance, upwards, downwards, or sideways).
5. The participation by employees in workload surveys shall be voluntary.
6. The HR Manager shall report the results of the organisation review to the CEO.
7. Where the employer proposes to implement change, including significant structural change, as a result of an organisation review or for any other genuine business reason, employees whose jobs are likely to be affected by the proposed change shall be consulted in a fair and reasonable way before a final decision is made to implement change.
8. The implementation of change shall not be inconsistent with either:
 - a. the terms or conditions of any relevant employment agreement; or

b. any relevant legal protections accorded to vulnerable workers under Part 6A of the Employment Relations Act 2000.

9. The effective system of periodic organisation review and change management shall be that outlined in the HR11B Organisation Review & Change Management Flowchart to be read in conjunction with this policy.

Signature:  Date: 1 October 2023
(Fran Gibson, Director)

Next policy review due date: 1 October 2026