

This Privacy Policy (**Policy**) sets out information handling practices of GenusPlus Group Ltd (**Genus** or **Company**). We believe privacy is an important individual right. Genus is committed to treating the personal information collected in accordance with the *Privacy Act 1988* (Cth.) (**the Act**), the Australian Privacy Principles (**APP**) and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Cth).

Genus collects different kinds of personal information, and this Privacy Policy sets out how Genus collects, uses, manages and stores personal information in accordance with the Act. By engaging and interacting or working with Genus, you agree to the collection, use and disclosure of Personal Information in accordance with this Privacy Policy.

1. Terminology

In this policy:

- **Personal information** means any information or opinion about a natural person (whether or not true) which is reasonably identifiable, whether obtained directly from you or your authorised representative.
- **Sensitive information** means (without limitation) information about an individual's race, political opinions, religious beliefs, philosophical beliefs, membership of a trade union, sexual preference, criminal record, or health, genetic or biometric information.

2. What Personal Information Genus Collects

Depending on the purpose for which Genus collects personal information, personal information Genus collects or holds, may include information about you:

- *name;*
- *contact details;*
- *payment details;*
- *previous job history, skills and qualifications;*
- *right to work;*
- *identification details;*
- *communications and dealings with us;*
- *images and video footage;*
- *any other Personal Information you or a person authorised by you submits to Genus; and*
- *any other information that Genus considers is reasonably necessary (such as information about your opinions, preferences and interests) to perform its functions and activities.*

Genus may also collect Sensitive Information with your consent that includes:

- *health information (e.g., Genus may collect this in connection with sick leave, pre-employment checks or work suitability e.g., exposure to asbestos);*
- *police checks from prospective and current employees or subcontractor representatives;*
- *electronic data collected for work related purposes such as data from in vehicle monitoring systems (IVMS); and*
- *information about your ethnic or cultural origin to assist in developing diversity programs.*

Some Personal Information Genus collects is collected pursuant to legislation such as:

- *the Fair Work Act 2009 and Building Code of Australia;*
- *the Migration Act 1958;*
- *the Superannuation Guarantee (Administration) Act 1992;*
- *the Income Tax Assessment Act 1997 and other tax legislation;*
- *the Corporations Act 2001;*
- *the Workplace Gender Equality Act 2012;*
- *occupational health and safety legislation; and*
- *workers' compensation legislation.*



3. Employee records exemption

Notwithstanding this Privacy Policy, Genus relies on the “employee records exemption” in the Privacy Act and any other applicable exemptions in the Privacy Act or other relevant legislation.

The employee records exemption provides that in certain cases Genus is not bound by the requirements of the Privacy Act in relation to Personal Information Genus holds about current or former employees (relating to their employment).

4. How Genus collects person information

Genus collects Personal Information in a number of ways, including:

- where you provide information directly to Genus in any medium;
- where you provide information directly to Genus during a recruitment process;
- where you complete feedback forms or surveys in any medium;
- where you provide information directly to Genus during an onboarding process;
- where you interact directly (including by telephone and video link-up) with Genus’ employees and such other persons acting for Genus or its behalf;
- from third parties, such as Genus’ service providers (see section 5 of this Privacy Policy for examples), academic institutions, professional and trade associations and law enforcement agencies;
- from your referees or representatives;
- from Genus customers;
- from Genus related entities in its corporate group;
- through the use of work allocation devices and software; and
- from publicly available sources of information.

If you do not wish for your personal information to be collected in a way anticipated by this Privacy Policy, Genus will use reasonable endeavours to accommodate your request. If Genus does comply with your request, or you provide Genus with inaccurate or incorrect information, Genus may not have correct or sufficient information and Genus may be limited in providing some services or in engaging with you, including in its:

- ability to provide our services to clients or seek services from subcontractors;
- ability to keep you informed of company updates and services information;
- consideration of your application for employment with Genus; and
- ability to respond to your inquiry or request.

5. Purpose of collection, use and disclosure

Genus collects, uses, and discloses Personal Information, primarily to conduct its business operations. This includes managing services and accounts, handling employment and recruitment processes, ensuring safety and legal compliance, improving services, resolving disputes, collecting feedback, and communicating with stakeholders.

Information may also be shared with related companies, contractors, debt collectors, and government authorities, or used for purposes you would reasonably expect or have consented to.

In relation to applications for employment or subcontractor representative onboarding requirements, Genus may require you to provide a police check, which is classified as Sensitive Information. Genus will only use this information for the purpose of assessing your application / fulfilling onboarding requirements and meeting its contractual obligations with its clients. Genus will only disclose Sensitive Information to its clients where you provide consent for Genus to do so, and the disclosure is otherwise in accordance with our obligations under the Act.

By engaging and interacting or working with us, you acknowledge that Genus may utilise the services of a cloud services provider, to process and store Personal Information on our behalf and under our effective control, even if their processing and storage facilities are located overseas. If

Genus does disclose your Personal Information overseas, Genus will take reasonable steps to ensure that Genus does not breach the Act in relation to that information.

6. Storage and security of Personal Information

- Where Genus holds your personal information, Genus will take appropriate measures to ensure information is held securely and may only be accessed by authorised persons.
- Where Genus stores your personal information electronically, Genus restricts who has access to that information, for example by password protection and locked folders. There are different levels of security access for different individuals, depending on their position. All hard copies of personal information are stored in a lockable storage room, office or other storage unit (such as a filing cabinet).
- Although Genus takes all reasonable measures, Genus is not responsible for third party circumvention of security measures on our electronic databases or at any of its premises. Please note that third party recipients of personal information may have their own privacy policies and Genus is not responsible for their actions, including their handling of personal information.
- Genus cannot control the actions of other persons with whom you share your information. Please notify us immediately at privacy@genus.com.au, if you believe there has been any unauthorised access to your information.
- If personal information that Genus hold is no longer required for the purpose in which it was collected, and no applicable law requires Genus to retain that information, Genus will take reasonable steps to de-identify, delete or destroy the information.
- Our Data Breach Response Procedure contains detailed information on Genus' procedures in the event of a data breach, that may impact the personal information and sensitive information, Genus have on you.


7. Our Online Services – Additional Information

This section applies to Genus' website: www.genusplusgroup.com.au (the **Website**), and its other online services including email communications and social media profiles (together, **Online Services**).

- If you use Genus' Online Services, Genus' system may record information such as your server address, top level domain (e.g. .com, .au, etc.), date and time of your visit, content accessed, information downloaded, previous site visited and browser and device type. This information is used for statistical, reporting and website administration and maintenance purposes.
- Like many other websites, Genus' Website may use 'cookies' from time to time. A cookie is a piece of information that allows Genus' system to identify and interact more effectively with your browser. The cookie helps the Company to maintain the continuity of your browsing session and remember your details and preferences when you return. You can configure your website browser software to reject cookies however some parts of our Website may not have full functionality in that case. See www.allaboutcookies.org for instructions on deleting and rejecting cookies for many common browsers.
- Our Website may use Google services such as Google Analytics from time to time. For more about how Google collects and processes data, please see Google's privacy policy and their information at www.google.com/policies/privacy/partners/
- Genus does not warrant or make any representations with respect to the privacy policies or practices of operators of other websites where, Genus provides a hyperlink to that website on our Website.

8. Investors – Additional Information

- If you apply for or invest with the Company, Genus may collect information Genus receives from you in documents, forms and information about your transactions with us.

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- Genus is required or authorised to collect your Personal Information under certain laws including the *Income Tax Assessment Act 1997* and the *Corporations Act 2001*.
 - Genus may exchange your personal information with our investment registry service providers, and they may also exchange your personal information with other services providers of the kinds described above in this Privacy Policy. Genus is also required to make limited shareholder details available to members of the public on request.

9. Access and Correction

- Genus will use reasonable steps to ensure the personal information Genus holds is complete, up to date and accurate, so far as it is practicable for it to do so.
- You may request access to the personal information Genus holds about you by contacting our Privacy Officer. If Genus determines, having regard to the APPs, it is either not lawful or not required by law to provide you access to the personal information Genus holds, Genus will provide you with a written response within a reasonable period of time, setting out its reasons. If Genus are otherwise obliged or permitted to give you access to personal information, Genus will do so within a reasonable time.
- If personal information Genus holds about you is incorrect Genus will, on your request and where Genus is satisfied the information is inaccurate, out of date, incomplete, irrelevant or misleading, take such steps as are reasonable in the circumstances to ensure that the information is corrected. If you request Genus to correct Personal Information Genus holds about you and Genus refuses to do so, Genus will, to the extent reasonable, provide you a written response as to its reasons. Where Genus decides not to make a correction you request, you may ask the Company to make a note of your requested correction with the information.
- In certain circumstances you may request your dealings with Genus to remain anonymous (for example, if you make a Whistleblower report).
- If you wish to have your personal information de-identified or destroyed, please let Genus know and Genus will de-identify or destroy that information, wherever practicable and appropriate. If Genus becomes aware that your personal information is no longer needed for any of its purposes, Genus will take reasonable steps to de-identify or destroy it.

10. Questions and Complaints

If you have a question about how Genus handles personal information, which companies are currently part of the Genus group of companies or wish to lodge a complaint about our compliance with the APPs, you may contact Genus' Privacy Officer at privacy@genus.com.au.

The Privacy Officer will co-ordinate the investigation of any complaint and any potential resolution of a complaint. Genus will aim to resolve all complaints as soon as practicable for it to do so.

If you are not satisfied with our response, you may take your complaint to the Office of the Australian Information Commissioner, whose website is: www.oaic.gov.au

11. Changes to this Policy

Genus may change this Privacy Policy at any time. If Genus makes changes to this Privacy Policy, Genus will notify you by publication on its Website. The revised version of the Privacy Policy will be effective at the time Genus' uploads it.



David Riches
Managing Director
GenusPlus Group
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