



POLICY NO. CCPL-IMS-P-02

RETURN TO WORK POLICY

Complete is committed to undertaking our business operations in a manner that ensures the preservation of all persons health, safety and wellbeing.

In the event that a worker does become ill or injured during the course of their work duties, Complete as an organisation will provide support and rehabilitation to the worker to ensure that an early return to work is a normal expectation.

Complete will ensure that the below strategies form the basis of its Return to Work Policy;

- Not dismiss a worker as a result of a work-related injury or illness within six months of becoming unfit for employment.
- Provide suitable duties for an injured worker as soon as possible.
- Participate in the development and implementation of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured.
- Maintain at all times the confidentiality of an injured worker.
- Consult with the injured worker to ensure the return to work program is meeting its intention.
- Involve employees in consultation with return to work programs and ensure that all workers are aware of their rights and responsibilities.
- Maintain a documented return to work procedure.

A handwritten signature in black ink, appearing to be 'Chris Mitchell'.

**Director
Chris Mitchell**

A handwritten signature in black ink, appearing to be 'Brenden Lavin'.

**Director
Brenden Lavin**