

Cultivate

Health & Safety Policy for Independent Contractors

Cultivate is committed to fostering a culture of safety and supporting independent contractors in meeting their obligations under the **Health and Safety at Work Act 2015**. Contractors retain full responsibility for their own health and safety, with Cultivate serving as a facilitator to promote safe and effective working environments with clients.

Cultivate's involvement is limited to providing information and facilitating communication between contractors and clients, without overseeing day-to-day activities. Specifically, Cultivate will:

- Share general information about health and safety policies relevant to the assignment, as provided by the client.
- Notify contractors of any specific personal protective equipment (PPE) requirements identified by the client.
- Assist in communication between contractors and clients regarding workplace health and safety concerns, as needed.

Contractor Responsibilities

As an independent contractor, you are responsible for:

- **Compliance with Client Policies** - familiarise yourself with and adhere to the client's health and safety policies, rules, and procedures relevant to the assignment.
- **Maintaining Personal Safety Standards** - ensure your own safety and the safety of others within your work environment by exercising due care and taking reasonable precautions.
- **Incident Reporting** - promptly report any health and safety incidents or hazards to the client and, for informational purposes, notify Cultivate where appropriate. Follow the client's incident reporting process as the first point of action.
- **Workplace Setup (if Remote Working)** - maintain a safe and functional workspace, free of hazards, and suitable for the assignment's requirements.
- **Health Conditions** - inform Cultivate of any pre-existing health conditions that may affect your ability to perform the assignment safely.

Work From Home Guidelines

Independent contractors may complete assignments remotely, provided the arrangement meets the client's needs and assignment requirements. To support effective remote working, contractors are encouraged to:

- Set up a safe, functional workspace conducive to the assignment's requirements.
- Maintain access to reliable internet and technology necessary to perform the work effectively.
- Ensure compliance with privacy and confidentiality standards.

If remote working becomes impractical (e.g., internet outages), contractors should notify the client and directly discuss alternative arrangements.

Cultivate

Mental Wellbeing Support

Cultivate recognises the importance of mental wellbeing for independent contractors and encourages the following:

- Take regular breaks and manage workloads to maintain a healthy balance.
- Raise workplace concerns related to behaviour or environments directly with the client.
- Reach out to Cultivate for resources or guidance on external support services if assignment-related challenges arise.

Note: Cultivate's role is limited to facilitating communication with clients and does not involve monitoring or managing day-to-day activities.

Professional Conduct: Drug and Alcohol Policy

Contractors are expected to conduct themselves professionally and ensure they are fit to perform assignments safely and effectively. This includes:

- Avoiding the influence of drugs or alcohol that could impair judgment or performance during assignments.
- Notifying the client or Cultivate if prescribed medications with potential side effects may impact work, to allow appropriate adjustments.

Contractors are responsible for complying with client-specific drug and alcohol policies. Cultivate may, at the client's request, facilitate communication if concerns about performance or safety arise.

Key Points for Independent Contractors

- This policy serves as guidance and does not imply any employment relationship between Cultivate and the contractor.
- Contractors retain full autonomy over how they meet their health and safety obligations, provided they comply with client-specific rules and applicable legislation.
- Cultivate's role is limited to facilitating communication and providing information as needed, without managing or directing contractor activities.