

DEFINITIONS

bullying	repeated and <i>unreasonable behaviour</i> directed towards an individual or a group of individuals that creates a risk to health and safety; <i>unreasonable behaviour</i> is defined as behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening
conflict of interest	A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between that person's self-interest (or of someone close to or known to them) and their professional interest.
drug	any chemical substance, natural or synthetic, that changes a person's mental state and that may be used by a person for that effect; the term 'drug' includes legal and illegal substances
discrimination	the differentiating of treatment of a person arbitrarily based on race, gender, language, religion, politics, national or social origin, disability, age, or other status as defined by law
harassment	Under federal and state legislation, unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation . It can also happen if someone is working in a 'hostile' – or intimidating – environment, or by exclusion.
serious misconduct	Fair Work Regulations define serious misconduct as wilful and deliberate behaviour that is inconsistent with the continuation of the employment contract or causes serious and imminent risk to the reputation, viability or profitability of the business, or health and safety of a person
sexual harassment	an unwelcome sexual advance, an unwelcome request for sexual favours, other unwelcome conduct of a sexual nature in relation to another person; to be sexual harassment, it has to be reasonable to expect that there is a possibility that the person being harassed would be offended, humiliated or intimidated by the behaviour.
smoking	throughout this document and for all Directions communications and documentation, the term 'smoking' should be read as including vaping and the use of e-cigarettes or any type

PURPOSE

Directions Workforce Solutions Directions is committed to ensuring that its Board of management and all of its employees and contractors perform their duties and behave in a highly professional and ethical manner at all times and in all dealings for and on behalf of Directions; with each other, with our customers and stakeholders, and with the community at large. Underpinning this Professional Conduct Policy are the agreed values of this organisation:

Respect

We respect and value individual's uniqueness and work continuously to provide a supportive environment for our colleagues and customers.

Commitment

By combining personal values and professional qualities, our tight knit team is dedicated to delivering a high standard of customer service and support to the community.

Integrity

We are committed to ethical treatment of all others with consistency, honesty and respect. We listen to people, are receptive and non-judgmental.

Creativity

We passionately support individual initiative, new ideas and creative thinking, and rely on these qualities as the foundation in growing the organisation.

Diversity

Our culture fosters inclusivity, equality and mutual respect.

This policy sets out the expectations of Directions regarding the behaviour and conduct of its Board members, employees and contractors. By accepting engagement or employment with Directions, individuals agree to abide by all organisational policies, including this one, and behave courteously, ethically and honestly at all times.

SCOPE

All employees, Board members and contractors are required to be responsible and accountable for deployment and application of this policy within their area of responsibility.

This policy applies to all activities and at all facilities of Directions Workforce Solutions, including those conducted outside normal working hours, such as attendance at Directions' organised social events, and third party social or business events attended by individuals as a representative or employee of Directions, including any informal socialising extending beyond the official conclusion of such events.

POLICY STATEMENT

What each Board member or employee does and how they behave in a work context has the potential to reflect on Directions and impact on its potential for success. If faced with any decision or course of action, Board members, employees and contractors should ask themselves:

- Are my actions consistent with the objectives and values of Directions, and the directives and intent of this policy?
- Could I adequately defend my action to my supervisor, the Executive, the Board of Management, and any statutory and regulatory authorities?
- Is this the proper thing for me to do?

- What will the impact or outcomes of my action (or inaction) or decision be for:
 - Directions?
 - its customers and stakeholders?
 - my colleagues?
 - others?
 - me?

This policy cannot address every possible scenario that may face a Board member, employee, or contractor. If there is any doubt as to the applicability of this policy to a situation, or the appropriate course of action to be taken, the matter should be raised with your manager or a member of the Directions' senior management team.

Professional conduct is not just a matter of following the letter of the law (including but not limited to the Criminal Code and legislation related to workplace conduct) or sticking to the obligations of this policy. Board members, employees and contractors should also act within the spirit of the law, and the *intent* of this policy and the values which underpin it.

The terms and conditions of your contract of employment also form part of the expectation of Directions regarding your professional conduct, including the fulfilment of your role remit and contribution to the objectives and goals of Directions.

Reasonable and lawful instruction

An inherent component of any employment contract is the implicit duty for employees to carry out a lawful and reasonable direction from their employer.

There are a range of ways an employee could be deemed to have unreasonably refused an employer's lawful and reasonable instructions. For example:

- Employee's not performing their inherent role and responsibilities as stated in the employee's employment contract, and in accordance with the roles position description.
- An employee refusing to follow company policy or procedures.
- An employee refusing to comply with a supervisor's instructions (this can range from ignoring the supervisor's instructions, to seeking further advice and/or directions from another non-direct supervisor)
- An employee ignoring a direct instruction from an employer.
- Not participating in an independent medical assessment where it is reasonable to do so.
- An employee continuing to act in an unreasonable way when told not to (e.g. repeatedly arriving late for work, even after they have been spoken to about it).

An employee cannot be expected to follow an employer's directive if the directive is unlawful, unreasonable, is outside the qualifications, ability or skill set of the employee (e.g. driving a forklift without a licence or using equipment they are not trained on) or carrying out of such a directive would cause serious or imminent risk to the health or safety of themselves or others.

Failing to follow a reasonable directive/s from your employer can constitute 'serious misconduct', which can potentially result in a disciplinary action, and depending on the seriousness on the action/s, instant dismissal (summary dismissal).

Drugs, alcohol and smoking

Directions is committed to providing safe and healthy workplaces. This policy has been designed for the mutual benefit of Directions and its employees and seeks to comply with legislation and regulations at both federal and State level regarding alcohol, drugs and smoking in the workplace. To that end, as per the definitions in this document, all references to smoking should be read as including vaping and the use of e-cigarettes of all types.

This policy has also been designed to support and work with any corresponding policies and/procedures of clients and contractors to Directions and to ensure that employees are not asked to comply with contradictory policies and practices when in the workplaces of host companies and other clients and stakeholders.

This policy and its related procedures and practices should be regarded as a minimum standard. Should any requirement of an external location exceed those within this policy, employees and contractors should default to the higher standard.

Drugs Alcohol and Smoking in our workplaces rules apply equally to visitors to Directions' workplaces and employees/Board of management members are required to make their visitors aware of the requirements.

To assist in compliance with this policy, Directions will make available training and education to all employees through information sessions and materials, workshops and/or inductions, as appropriate. Employees will not be penalised for self-disclosure and will be encouraged to attend an approved rehabilitation or stop-smoking programs. All disclosures will be treated as confidential.

Smoking, Vaping & E-cigarettes

- All Directions facilities are designated non-smoking areas. This includes vaping and the use of e-cigarettes. It is not permitted to smoke anywhere on the premises, including in the communal and social areas and car parking areas, except in a designated smoking zone where one exists. Your manager will advise where applicable.

- Directions vehicles are considered part of the workplace and as such, are also designated smoke-free zones. Employees who are found to have smoked in their provided vehicles will be required to pay for deodorising and cleaning as well as for any damage to vehicles arising from doing so.
- Smoking while at client workplaces and when representing Directions externally is not permitted regardless of the policies relating to smoking at those locations. Smoking in front of apprentices and trainees is unprofessional and not permitted at any time.
- Employees should remember that breaks to smoke a cigarette are a privilege and not a right, thus your supervisor may require you to make up time lost due to frequent cigarette breaks. No additional breaks are allowed to any employee who smokes.

Alcohol

- For the safety and wellbeing of its employees and those around them, Directions does not and will not condone:
 - employees presenting at a Directions workplace, client interaction at any location, or an external work related event while affected by or under the influence of alcohol, or
 - the consumption of alcohol at the workplace or at a work-related event without express management permission.
- Directions acknowledges that alcohol may on occasion be provided or consumed at some activities involving employees, including Directions' initiated activities. When attending a function as a representative of Directions where alcohol is provided, employees are expected to conduct themselves responsibly and safely, and in accordance with all Directions' policies including this one.
- If employees choose to consume alcohol in approved circumstances they must arrange for safe transportation to their place of residence at the conclusion of the event.
- Driving a work provided vehicle while under the influence of alcohol is unacceptable. Any employee found to be driving under the influence of alcohol or charged with driving in excess of the legal alcohol limit could incur the temporary or permanent removal of their company provided vehicle (if applicable) or prohibited from driving any Directions vehicles.
- An employee who has an accident while driving a Directions' provided vehicle while under the influence of alcohol may be required to pay for part or all of any insurance excess and/or repair costs to said vehicle.
- Directions is not responsible for any fines or infringements incurred by employees or Board members as a result of being under the influence of alcohol, regardless of the circumstances.

Drugs

- For the safety and wellbeing of its employees and those around them, Directions does not and will not condone:
 - employees presenting at a Directions workplace, client interaction at any location, or an external work related event while affected by or under the influence of drugs, or
 - the consumption, possession, or sale of drugs at the workplace or at a work-related event.
- While Directions recognise and acknowledge that employees and Board members may need to take prescription or other legal drugs for health and medical reasons, many legal drugs can also impair an individual's ability to function safely in the workplace, or to drive. It is the individual's responsibility to make themselves aware of the risks inherent in taking such drugs and to not present for work if unfit to do so as a result. If you are unsure about the implications of taking prescription or other legal drugs it is recommended you seek the advice of your health professional and where appropriate, discuss the options with your manager.
- Driving a work provided vehicle while under the influence of drugs is unacceptable. Any employee found to be driving under the influence of drugs or charged with driving under the influence of drugs could incur the temporary or permanent removal of their company provided vehicle (if applicable) or prohibited from driving any Directions vehicles.
- An employee who has an accident while driving a Directions' provided vehicle while under the influence of drugs may be required to pay for part of all of any insurance excess and/or repair costs to said vehicle.
- Directions is not responsible for any fines or infringements incurred by employees or Board members as a result of being under the influence of drugs, regardless of the circumstances.
- Directions may request a drug and alcohol test for potential employees and current employees as follows:

Pre-employment drug screening

- Potential employees may be screened for the presence of drugs and alcohol. Tests will be conducted by approved testing providers.

Post-incident and show-cause drug and alcohol testing

- In support of the highest standards of safety, and in the interests of health, Directions employees may be asked to submit to drug and alcohol tests after incidents or upon reasonable suspicion of being under the influence of drugs or alcohol while at work. A refusal to submit to such a test may constitute grounds for disciplinary action.
- In the event that employees are taking medications prescribed by a certified medical practitioner this will not result in a positive finding and confidentiality will be maintained.

Bullying, sexual harassment and discrimination

Every individual has the right to come to work and be treated with courtesy and respect, without the fear or threat of harassment, discrimination, or bullying. Every employee, contractor, and Board member must ensure that they do not engage in bullying, harassment or discriminatory behaviour towards others. Employees should be aware that they can be held legally responsible for their unlawful acts. Employees, who aid, abet or encourage other persons to discriminate, harass or bully can also be held legally liable.

- It is unlawful to discriminate against anyone on the basis of gender, gender history, sexual orientation, marital status, pregnancy, race, religious or political conviction, age, race or ethnicity, impairment, family responsibility or family status, or social origin.
- Harassment not only has a negative impact on the success and wellbeing of Directions and its employees, it is also unlawful.
- Bullying, harassment and discrimination in any form while at work or at Directions' workplaces, at functions attended as a representative or employee of Directions (including social functions such as a work Christmas party), or at external locations while performing your work duties, will not be tolerated.

- Bullying, harassment and discrimination are health and safety issues with the potential to affect a person's psychological wellbeing as well as their physical welfare. It not only affects the person being harassed, bullied or discriminated against, but also those around them who may observe this behaviour or its impacts.
- Directions accepts that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of all. All that is required under the law for harassment to be proven is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question. If harassment or bullying is violent or threatening it may also be a criminal offense.
- Directions has a legal responsibility to take reasonable steps to prevent Bullying, harassment and discrimination from happening in the workplace. This involves educating employees about Bullying, harassment and discrimination, putting in place this policy, implementing grievance procedures and managing compliance.
- Some practices in the workplace may not seem fair but are not bullying or harassment. As your employer, Directions is allowed to transfer, demote, discipline, counsel, retrench or sack you (as long as we are acting reasonably).
- If you make a complaint of workplace bullying, harassment and discrimination it will be taken seriously and will be dealt with sympathetically and in a confidential manner. The complaint will be investigated following clear processes and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the offender(s). In serious cases the offender(s) may be dismissed.
- You will not be victimised or treated unfairly for making a complaint. If you are not satisfied with the way in which Directions has dealt with your complaint, you can seek further advice from an outside agency, such as the Equal Opportunity Commission or another relevant government agency.

Bullying

Bullying happens at work when:

- a person or group of people repeatedly behave unreasonably towards another worker or group of workers
- the behaviour creates a risk to health and safety.

Examples of bullying include:

- behaving aggressively towards others
- teasing or playing practical jokes
- pressuring someone to behave inappropriately
- excluding someone from work-related events
- unreasonable work demands.

Bullying is different from discrimination. The Fair Work Act prohibits an employer from taking adverse action against an employee for discriminatory reasons, including their sex, race, religion or gender. Adverse action can include firing or demoting someone.

Bullying doesn't have to be related to a person's or group's characteristics. Adverse action doesn't have to have happened for bullying to occur.

Sexual harassment

Examples of sexual harassment might include:

- inappropriate physical contact, such as unwelcome touching
- staring or leering
- a suggestive comment or joke
- a sexually explicit picture or poster
- an unwanted invitation to go out on dates
- a request for sex
- intrusive questioning about a person's private life or body
- unnecessary familiarity, such as deliberately brushing up against a person
- an insult or a taunt of a sexual nature
- a sexually explicit email or text message.

A person could also be sexually harassed by witnessing this kind of behaviour. For example, overhearing a conversation or observing an act of sexual harassment towards another person.

Some forms of sexual harassment can also be considered bullying if the behaviour is repeated or continuous, or discriminatory. But unlike bullying, sexual harassment does not need to be continuous or repeated behaviour, it can be a one-off event. There is also no need to establish a risk to health and safety. Sexual harassment in connection to employment can be considered serious misconduct and can be a valid reason for dismissal.

Out of working hours conduct

Depending on the circumstances, out of hours conduct or behaviour may have a sufficient enough connection to employment to warrant disciplinary action, up to and including dismissal.

- The conduct must be such that, viewed objectively, it is likely to cause serious damage to the relationship between the employee and employer; or
- The conduct damages the employer's interests; or

- The conduct is incompatible with the employee's duty as an employee.

Examples of such conduct could include;

- Where the employee's conduct or capacity affects the safety and welfare of others, including but not limited to fighting or assault, sexual harassment or sexual assault, or drunk and disorderly conduct such as when continuing to socialise beyond the official conclusion of an after-hours industry or work-related social or other event, approved or otherwise.
- A criminal offence or conviction
- Online activity that contravenes Directions' Acceptable Use of Information and Communications Technology Policy.

Investigations of such reported will be undertaken fairly and confidentially using the same investigation methodology as per the Employee Grievance Process to ensure consistency and transparency. At the conclusion of the investigation, a determination will be made as to the conduct and whether any disciplinary action is to be taken, and in what form.

If an employee is unhappy with the outcome of such an investigation, they have the right to lodge an Employee Grievance. Should that employee still be dissatisfied with the outcome of that Employee Grievance report, they have the right to seek further independent advice, including from Fair Work Australia.

Gifts and Bribes

- The acceptance of minor gifts with a commercial or retail value of less than \$50, such as flowers, boxes of chocolates, or promotional items (e.g. pens, lanyards, stubby holders, hats/caps) is permitted.
- The acceptance of monetary gifts of any amount constitutes a bribe (even where there is no explicit request for an act or to not act by the gifter) and is not permitted. This includes but is not limited to prepaid or preloaded gift or EFTPOS cards. Any Board member, employee, or contractor who is offered a monetary gift in their capacity as an agent or representative of Directions must report it immediately to their manager or the Chief Executive.
- Gifts, vouchers, or incentives such as meals, wine, memberships, golf games or any goods or services valued at more than \$50 offered to a Board member, employee, or contractor in their capacity as an agent or representative of Directions, are deemed to be the property of Directions and must be reported as soon as possible to their manager or the Chief Executive who will make a determination if the individual can retain the gift or whether it is to be returned, retained, or shared.
- Breaches of this policy in regard to gifts or bribes will be deemed as acceptance of a bribe and will be subject to disciplinary procedures.

Conflicts of interest

Conflicts of interest have the potential to arise when staff members or Board of Management members find themselves in situations where they are in a position of influence through the performance of their duties, such as making employment decisions, awarding of contracts, and purchasing decisions. In many instances, only the staff member or Board of Management member involved will be aware that a potential or perceived conflict of interest exists in a given situation.

Examples of some circumstances which could result in a conflict of interest are below:

- financial interests
- personal and family relationships with customers, suppliers and contractors, or Board members
- access to personal or confidential information about people or organisations you know or have dealings with
- access to official information
- personal and religious beliefs
- outside employment or engagement with other organisations, including in a voluntary capacity
- participation or membership of a political party or activism in a cause

The acceptance of gifts or benefits can also present the circumstances for a potential or perceived conflict of interest. This specific situation is discussed under **Gifts and Bribes** in this policy.

It is the responsibility of Board of Management members, employees, and contractors to identify to the Chief Executive and/or Chairperson of the Board of Management immediately any conflicts of interest that exist or have the potential to exist, and to take action to avoid situations in which a conflict of interest could arise, or could be perceived to arise.

However, to protect privacy, information regarding the nature of the circumstances leading to the conflict of interest (e.g. personal, romantic, sexual, family, financial relationship etc.) need not be divulged beyond that information which the Chief Executive or the Chairperson of the Board of Management would reasonably require in order to determine whether a conflict of interest or the possibility of a perceived conflict of interest actually exists.

Once reported it must be determined in a timely fashion whether a conflict of interest or the possibility of a perceived conflict of interest exists. In assessing conflicts of interest, the Chief Executive/Chairperson should focus on whether the particular interests or personal circumstances of the employee, contractor, or Board of Management member are likely to compromise, or are likely to be perceived as compromising, that individual's ability to carry out his/her duties impartially.

Where the staff member experiencing the actual or perceived conflict of interest is the Chief Executive, the conflict of interest must be brought to the attention of the Chairperson of the Board. Where the Board of Management member experiencing the actual or perceived conflict of interest is the Chairperson, the conflict of interest must be brought to the attention of the whole Board of Management and the Chief Executive.

The options once an assessment regarding the reported conflict of interest has been made are:

- authorise the employee or Board of Management member to continue in his/her current duties;
- reorganise duties so as to remove the conflict of interest and notify the individual of these changes; or
- put in place additional processes to ensure the impartiality of the individual in the performance of his/her duties, and notify the individual of these processes.

Any changes to the circumstances of a Board member, employee, or contractor which influenced a previous decision regarding a conflict or perceived conflict of interest should be advised immediately.

Claims of ignorance of the organisational rules and policy in relation to conflict of interest will not generally be accepted as an excuse for non-compliance with this policy.

It is legitimate and sometimes advisable for those involved in resolving a conflict of interest matter to seek advice and/or assistance from people with relevant expertise.

Matters related to the reporting, assessment, and management of conflicts of interest and perceived conflicts of interest are to be kept confidential at all times.

Dress code

Appropriate workplace attire and personal presentation is essential to presenting a professional image for Directions and its employees, and to helping ensure certain workplace hazards are minimised.

All employees, regardless of their role or work location, should maintain a high standard of personal hygiene (e.g. cleanliness, managing body odour) at all times whenever representing Directions, at Directions' workplaces and elsewhere. Clothing including footwear and accessories should be neat, presentable and in good repair, and appropriate for your work environment and tasks.

Clothing and related items that could present a safety hazard to yourself or others **must** be avoided. These may include, but are not limited to:

- any jewellery that is loose or dangly, or has parts that could be caught in or catch on, or become loose and fall into, tools, equipment, or machinery parts. Parts may include pendants, charms, or protrusions such as stones or motifs.
- any jewellery or other item which is not easily removable and/or which could hamper the speedy administration of necessary first aid in the event of an accident or incident.
- any clothing, jewellery, or related items that might prevent the full and proper fit and function of any required PPE, including safety hats, masks, eye protection, gloves.
- loose long hair, including long beards, that could be caught in or catch on tools, equipment or machinery parts.

Fingernails, real or artificial, should be kept to a moderate length and not be at risk of catching on tools or equipment, or being affected by heat, chemicals or other substances, or impede the proper fit of PPE.

Employees who are issued with a Directions uniform or workwear are required to wear those uniforms at all times, unless advised otherwise by a manager or supervisor. It is your responsibility to:

- maintain those workwear items, including any PPE and boots, in clean and functional order.
- to store them appropriately when not in use.
- notify your Apprentice Advisor or host company supervisor as soon as possible to organise a replacement should any issued items become unintentionally damaged or no longer fit you properly. If it is determined that you lost or damaged any items through mishandling or carelessness, you may be required to replace them, like for like, at your own expense.
- wear any issued items as they were designed or intended. This includes not rolling up sleeves or legs, or altering any item in any way.
- ensure your uniform is not worn for any other purpose than work attire when working for Directions.

The following clothing is considered unacceptable, including on casual dress days where they occur:

- thongs
- anything that constitutes swimwear including board shorts
- anything overly revealing
- any garment or jewellery item with logos/motifs which may be regarded as offensive or of questionable taste
- sleepwear, including but not limited to pyjamas, slippers
- singlets
- very high heeled or platform shoes or any footwear that cannot be easily or safely walked in quickly, such as in the event of an evacuation.

If tattoos could be offensive to others, individuals should select their work attire to conceal them. Employees are asked to consider body and facial piercings in a professional context and where these are deemed to be excessive or inappropriate, adjust accordingly.

Employees should also be considerate to those around them in their use of fragrances and other cosmetics as some individuals can suffer irritation and allergic reactions to such substances.

Where one-off events or activities warrant any deviation from this policy, staff will be advised of the extraordinary dress standards which apply specifically to those occasions.

BREACHES OF THIS POLICY

Depending on the nature of the breach, disciplinary action may include one or more of the following outcomes;

- for employees; counselling, use of disciplinary procedures which operate under the various awards and agreements, suspension, civil action, or the reporting of actions to police, which may result in the laying of criminal charges.
- for Board of Management members; expulsion from the Board, non-voting membership rights only, civil action, or reporting of actions to police, which may result in the laying of criminal charges.
- for contractors such actions could be deemed a breach of contract, and could potentially result in termination of contract, civil action, or the reporting of actions to police, which may result in the laying of criminal charges.

Repercussions for breaches related to vehicle use (i.e. being under the influence of alcohol or drugs while driving a work provided vehicle) are detailed in the Vehicle Management Policy, and may be in addition to the potential outcomes detailed above.

ROLES & RESPONSIBILITIES

It is the responsibility of all Board of Management members, employees, and contractors to familiarise themselves with this policy and how it impacts on the responsibilities which are a part of their employment/membership, and be aware that disciplinary action will be applied for a breach of this policy.

All employees, contractors, and Board members are also required to familiarise themselves with Directions' processes and procedures for reporting, investigating, and actioning instances or reports of inappropriate conduct.

REFERENCES

Legislation

Federal:

Fair Work Act 2009
 Age Discrimination Act 2004
 Australian Human Rights Commission Act 1986
 Disability Discrimination Act 1992
 Racial Discrimination Act 1975
 Sex Discrimination Act 1984

Western Australia:

Work Health and Safety Act 2020 incl. all amendments (and associated regulations)
 Equal Opportunity Act 1984

Other Directions Policies and Processes

HR007 Employee Grievance Policy
 - Employee Grievance Process
 HR024 Discipline and Termination Policy
 HR003 Equal Employment Opportunity Policy
 CORP07 Information and Communications Policy

DOCUMENT DETAILS

This policy is to be reviewed at a minimum every three (3) years, or as required, as part of Directions' commitment to continual improvement.

Version	Action	Date	Approved by	Date	Review Due
1	Prepared for authorisation	24/03/2014	I Eardley	03/04/2014	31/03/2017
2	Reviewed and updated	29/8/2017	I Eardley	29/08/2017	29/08/2020
3	Reviewed and updated	08/10/2019	I Eardley	09/10/2019	09/10/2022
4	Reviewed and format updated redesignated to CORP004 from SOP012	01/03/2022			01/03/2025
5	Reviewed and updated	01/05/2024	I Eardley	02/05/2024	02/05/2027
6	Definition x 1 added	01/07/2024	K Lim	09/07/2024	09/07/2027
7	Reviewed and updated	10/12/2024	I Eardley		