

# Return to Work Policy Statement



Taylor is committed to both the physical and psychological health and well-being of its employees, subcontractors, suppliers, and their employees.

The Return to Work (RTW) Program is a cooperative and consistent process available to all employees who require rehabilitation, before their return to work. This will ensure that employees can remain at work or return to meaningful and productive work as early and safely as possible following a work or non-work-related injury or illness.

## Scope

This policy covers the return to work of employees who have been absent from work on personal/sick leave or worker's compensation leave. It should be read in conjunction with the Taylor Work Health, Safety and Wellbeing Policy.

## Process

The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- Ensuring that a return to work as soon as possible is a normal practice and expectation.
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers for all who need them.
- Providing suitable duties for an injured worker is an integral part of the rehabilitation process.
- Consulting with workers, and where applicable, any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively.
- Informing workers of their rights concerning a worker's compensation claim, including the choice of doctor and accredited rehabilitation provider.

- Ensuring that participation in a return-to-work plan will not of itself prejudice an injured worker.
- Ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

## General

Where an employee has been absent from work due to illness or injury (whether work-related or not) either the manager or the employee may initiate a return-to-work process.

## Method

Typically, the return-to-work process will involve the following guidelines:

The employee must provide the employer with written medical clearance from their treating doctor. This medical clearance needs to advise the employer:

- Whether the employer is fit to resume work,
- When the employee is fit to resume work,
- Whether there are any restrictions on the duties that the employee can perform, and
- If so, the extent of those restrictions.

The purpose of the RTW Program is to develop and promote a best-practice approach to return to work through joint and meaningful consultation with employees.

Information collected from the employee and the health care providers during the return-to-work process will be held in the strictest confidence. Information will only be released if required or permitted by law, or with the written and informed consent of the employee.

This policy will be reviewed in January 2026.

**Mark Taylor**  
Chief Executive Officer/  
Managing Director