

Synthetic Systems Employee Handbook & Conduct Policy

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Table of Contents

1. Introduction
2. Terms of Employment
3. Code of Conduct
4. Leave Policies
5. IT & Systems Policies
6. Workplace Health & Safety
7. Grievance & Disciplinary Procedures
8. Departure from Company
9. Document Control

1. Introduction

1.1 Welcome to Synthetic Systems

Welcome to the team. This handbook is designed to be your guide to working at Synthetic Systems. It outlines our expectations, your entitlements, and the policies that govern our workplace. Our success is built on the dedication and professionalism of our people. We are excited to have you contribute to our mission and help us achieve our strategic goals.

1.2 Purpose and Scope

This document provides employees with essential information regarding their employment conditions, expected standards of conduct, and key company policies. It applies to all permanent, fixed-term, and casual employees of Synthetic Systems. It is a subordinate document to the Corporate Plan (SS-CORP-PLAN-001) and should be read in conjunction with your employment contract.

2. Terms of Employment

2.1 Employment Contracts

Your terms and conditions of employment are detailed in your individual employment contract. This handbook provides supplementary policy information. In the case of any inconsistency, your employment contract will prevail.

2.2 Probationary Period

All new permanent employees undertake a six (6) month probationary period. During this time, your performance and fit with the company will be assessed. The company may terminate employment at any time during this period with one week's notice.

2.3 Hours of Work

Standard office hours are 8:30 AM to 5:00 PM, Monday to Friday, with a one-hour unpaid

lunch break. Due to the nature of our project work, some roles may require flexible hours or additional work, as agreed with your manager.

2.4 Performance and Development

Synthetic Systems is committed to the growth of its employees. Regular performance discussions will be held with your manager, with a formal review conducted annually. These reviews are an opportunity to discuss your achievements, development goals, and alignment with company objectives.

3. Code of Conduct

3.1 General Principles

All employees are expected to act with professionalism, honesty, and integrity in all work-related activities. You are an ambassador for Synthetic Systems and your conduct should reflect our company's values and commitment to excellence.

3.2 Security and Integrity

Our position as a trusted defence provider is our most valuable asset. As outlined in our mission statement (SS-CORP-PLAN-001), our goal is "To be Australia's leading SME provider of sovereign naval communication systems, delivering trusted, high-performance solutions that enhance national security and capability."

This mission demands an unwavering commitment to security and integrity from every employee. You are expected to:

- Handle all company, client, and Commonwealth information with the strictest confidence.
- Comply with all security policies and procedures without exception.
- Report any security concerns or breaches immediately to your manager or the Head of Corporate Services.
- Uphold the highest ethical standards in all dealings with colleagues, partners, and Defence officials.

A failure to uphold these standards may result in disciplinary action, up to and including termination of employment.

3.3 Conflicts of Interest

Employees must avoid any situation where their personal interests could conflict, or appear to conflict, with the interests of Synthetic Systems. This includes outside employment, personal investments, or relationships that could influence your business judgment. You must disclose any potential conflicts to your manager immediately.

3.4 Harassment and Bullying

Synthetic Systems is committed to providing a work environment free from harassment, discrimination, and bullying. Such behaviour is unlawful and will not be tolerated. All employees are expected to treat their colleagues with dignity and respect.

4. Leave Policies

4.1 Annual Leave

- **Entitlement:** Full-time employees are entitled to four (4) weeks (20 days) of paid annual leave per year, accrued progressively. Part-time employees accrue leave on a pro-rata basis.
- **Taking Leave:** Leave must be applied for in advance via the HR portal and approved by your manager. The company encourages employees to take regular breaks and to maintain an accrued leave balance of no more than 30 days.

4.2 Personal/Carer's Leave

- **Entitlement:** Full-time employees are entitled to ten (10) days of paid personal/carers leave per year. This is for cases of personal illness/injury or to provide care for an immediate family or household member.
- **Notification:** You must notify your manager as early as possible on the first day of absence. For absences of two or more consecutive days, a medical certificate or statutory declaration is required.

4.3 Long Service Leave

Long Service Leave is provided in accordance with the relevant state or territory legislation. In New South Wales, employees are entitled to two (2) months of paid leave after ten (10) years of continuous service with the company.

5. IT & Systems Policies

5.1 IT Acceptable Use Policy

Company IT resources, including computers, networks, software, and internet access, are provided for business purposes. Limited personal use is permitted but is subject to monitoring and must not interfere with your work duties.

5.2 Policy Rationale and Security Posture

As a key part of our corporate strategy, Synthetic Systems is committed to the highest standards of information security. Our Corporate Plan (SS-CORP-PLAN-001) explicitly states our strategic goal to "Achieve ISO 27001 certification for information security management." This certification is critical to demonstrating our commitment to protecting sensitive defence information and our own intellectual property.

Consequently, our IT policies are necessarily strict and compliance is mandatory. Your adherence to this policy is a direct contribution to achieving this vital corporate objective.

5.3 Prohibited Activities

The following activities are strictly prohibited on company IT resources:

- Installing unauthorised software.
- Using unauthorised external storage devices (e.g., personal USB drives).
- Accessing or distributing offensive, illegal, or malicious content.
- Sharing your login credentials with any other person.
- Attempting to bypass or disable security controls.

- Using company systems for personal commercial gain.

5.4 Monitoring and Enforcement

Synthetic Systems reserves the right to monitor all use of its IT resources to ensure compliance with this policy. Non-compliance will be treated as a serious disciplinary matter.

6. Workplace Health & Safety

Synthetic Systems is committed to providing a safe and healthy work environment. All employees have a responsibility to take reasonable care for their own health and safety and that of others. You must comply with all safety procedures, report any hazards or incidents, and participate in safety training as required.

7. Grievance & Disciplinary Procedures

7.1 Grievance Procedure

If you have a workplace grievance, you are encouraged to first discuss it with your manager. If this is not appropriate or does not resolve the issue, you should contact the Head of Corporate Services to initiate a formal grievance process.

7.2 Disciplinary Procedure

In cases of misconduct or poor performance, the company will follow a fair and transparent disciplinary process. This may involve counselling, formal warnings, and, in serious cases, termination of employment.

8. Departure from Company

Upon termination of employment, you are required to return all company property, including laptops, security passes, and documents. Your final pay will be processed in the next scheduled pay run after your departure date.

9. Document Control

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1.0	12 Aug 2025	Head of Corporate Services	Initial Release