

OHS POLICY

Introduction

Bio-Gene Technology Limited (Bio-Gene) is committed to ensuring that its workplaces and practices are as low risk as reasonably possible and provide a high level of health and safety for any persons attending its premises or who are otherwise affected by its business.

Purpose

Bio-Gene will endeavour to take all steps reasonably practicable to ensure that:

- Occupational Health and Safety (OH&S) risks are reported and investigated;
- Measures are introduced to control OH&S risks;
- Employees are consulted about workplace health and safety issues; and
- Procedures are introduced to assist employees to meet their OH&S obligations.

When managing workplace risks, Bio-Gene will endeavour to take all steps reasonably practicable to ensure that:

- The premises used to perform work are as far as practicable safe and without risks to health;
- Appropriate equipment, including personal protective equipment (PPE) is used so that work may be performed safely;
- Safe systems of work are used when undertaking work activities;
- Appropriate information, instruction, training and supervision is provided to persons at the workplace; and
- Appropriate facilities are provided for persons at the workplaces.

Scope

This policy applies to all employees, contractors and visitors to Bio-Gene's workplaces.

Procedure

Bio-Gene's management will make a commitment to:

- Implement and administer a comprehensive health and safety program that is suitable for current operations of the Company;
- Maintain as far as practicable workplaces that are safe and without risk to health;
- Set and from time to time review safety standards taking legislative requirements into consideration; and
- Provide such information, instruction, training and supervision to employees as is necessary to enable the employees to perform their work in a safe manner and without health risks.

Bio-Gene's managers with a supervisory role are responsible at all times for ensuring that all employees under their control work in a safe manner and in a safe and healthy working environment.

Employees and visitors (including contractors) to Bio-Gene's workplaces are required to comply with their obligations under occupational health and safety legislation by taking care to ensure that their actions do not put their own, or others, health and safety at risk.

All OH&S related issues or concerns must be reported to Bio-Gene's Company Secretary as soon as practicable after they are evident.

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An employee must not:

- Wilfully or recklessly interfere with or misuse any item or information provided in the interest of health, safety and welfare;
- Wilfully place at risk the health and safety of any person in the workplace.

Incident notification

Employees and visitors to Bio-Gene's workplaces are required to notify Bio-Gene's Company Secretary, immediately following any incident at or near the company's workplaces, where any person's health and safety has been put at risk.

Incident notifications must be made in writing on the appropriate form (Incident Report Form) by the person reporting the incident. A report must be lodged irrespective of whether any injury or illness has been sustained by any person.

Incidents should be reported to Bio-Gene's Company Secretary by way of the Incident Report Form. Incident reports are to be recorded in an Incident Register by the Company Secretary. Management must review the incident and update any procedures necessary to avoid a reoccurrence of the incident.

The Company Secretary must provide a summary of all reported incidents to the Board including any amendments made to workplace procedures.

Hazard identification

Employees and visitors must proactively identify hazards at or near Bio-Gene's workplaces and report these hazards to the Company Secretary so that steps can be taken to control those hazards. The Company Secretary will keep a log of these hazard reports and follow up to ensure the right steps have been taken to reduce the hazard.

To proactively identify health and safety hazards, employees and visitors must be on the lookout for all types of hazards and ask: What could go wrong?

Employees and visitors must take steps to immediately isolate and control an identified hazard if there are actions that can be taken to do so and to ensure that the hazard does not place any person's health and safety at risk.

Where Bio-Gene employees and visitors take steps to immediately control a hazard, the hazard must still be reported to the Company Secretary. Any concerns or uncertainty about the appropriateness of actions to control a hazard must be discussed with Bio-Gene's Company Secretary or CEO prior to the action being taken.

Other obligations

Employees and visitors to Bio-Gene premises must not:

- Interfere with any tools, equipment, systems, processes, methods or any other objects or mechanisms that Bio-Gene provides, maintains or operates for the health, safety and welfare of persons at the place of work;
- Hinder or obstruct any of Bio-Gene's processes or procedures for the prevention of risks to the health and safety of persons at work;
- Deliberately create a health and safety risk, or the appearance of a risk;
- Intentionally hinder or obstruct any other employee from ensuring health and safety at

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- the workplace or giving or receiving aid to an injured or ill employee; and
- Refuse to assist in respect to an OH&S issue, unless there is a reasonable excuse.

Protection of employees and visitors

Bio-Gene will not discriminate against or dismiss any person because that person has raised a genuine OH&S issue or made any genuine OH&S complaint.

Any employee or contractor who fails to comply with his or her OH&S obligations, including but not limited to those obligations contained in this policy, may be subject to disciplinary action, up to and including termination of his or her employment or contract for services.

Nothing in this section limits or overrides Bio-Gene's ability to ask any person to leave the premises where that person fails to comply with his or her OH&S obligations, including but not limited to those obligations contained in this document.

Consultation

Bio-Gene will consult with its employees in relation to OH&S issues. The company encourages employees, contractors and visitors to make suggestions for improvements in relation to OH&S issues. Suggestions and comments need to be made directly to Bio-Gene's Company Secretary.

Specific Situations

There are a number of situations involving Bio-Gene employees being involved in activities offsite or away from Bio-Gene premises. In these circumstances Bio-Gene employees are effectively on Company business and as such are required to be aware of potential hazards. The following specific examples are situations that may occur:

1. *Visiting Premises of Suppliers/Partners etc.*

Bio-Gene employees must comply with all OH&S policies of the owner and/or occupier of a site.

2. *Use of Hire or Personal Vehicle*

The following rules apply to all Bio-Gene employees who are required to drive either a hire car or their own vehicle while on Company business. The driver must:

- hold a valid driver's license;
- ensure that seatbelts are worn by themselves and all passengers at all times;
- not drive more than 2 hours continuously without a rest break;
- not drive more than 8 hours per day;
- avoid driving between the hours of 12.00am and 5.00am;
- avoid long drives after 10pm;
- not use a hand-held mobile phone or any other hand-held electronic device (GPS, Smart Phone, iPad, computers, etc) while the vehicle is moving;
- ensure that if a trailer is to be towed for company business, the vehicle must have a trailer hitch that has been factory or dealer installed suitable for the type of trailer being towed. Equipment being towed should not exceed the manufacturer's recommended towing capacity. Pushing of other vehicles is not allowed with the company vehicle; and
- not drive, if there is any reason to believe that he/she may be over the legal blood alcohol reading of .05 and/or any drug (including restricted prescription drugs).

For round-trip distances of greater than 200 kms, it is advised that employees hire a suitable vehicle rather than use personal vehicles.

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3. *Visiting Farms & Research Facilities*

If a Bio-Gene employee is required to attend a farm or research facility they must ensure that they are aware of the potential risks. Bio-Gene employees should not be involved in undertaking general farm or laboratory work and are only there to undertake research and experimentation activities and/or to oversee work being carried out on behalf of the Company such as harvesting or other routine processing. Bio-Gene employees should ensure that they are accompanied by at least one farm or facility representative at all times whilst on the site.

Future Procedures

Given the current size of Bio-Gene, the location of its operations and the number of personnel employed, Bio-Gene has not developed detailed procedures for a number of situations including those outlined below.

Bio-Gene will review the need for these arrangements on a regular basis:

- first aid personnel and training;
- evacuation procedures for a fire or bomb threat;
- medical emergencies;
- earthquakes or other severe natural events; or
- an Employee Assistance Program.

Employee Assistance Program

As outlined above due to the current size of Bio-Gene, the company has not developed an Employee Assistance Program. However, circumstances may arise that require company assistance, and these will be reviewed and considered on a case-by-case basis. An employee should make contact with an appropriate member of management if they feel there is a need to discuss a matter. Similarly, a manager may be able to initiate a conversation with a reporting employee if they feel there is a matter that may need attention or addressing.

Safety reports

All incidents & accidents (including car accidents) which are reported to the Company Secretary will be logged as part of the internal reporting system and details of such reports are required within 7 days of being reported.

The Company Secretary must advise the Board of all incidents and accidents reported.

Adoption of Policy and Board review

This Policy was adopted by the Board on 20 May 2020, takes effect from that date and replaces any previous policy in this regard.

The Board will review this Policy from time to time. The Policy may be amended by resolution of the Board.

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Compliance with Occupational Health and Safety Policy

Each director, senior executive, employee and consultant is required to certify his/her compliance with the Occupational Health and Safety Policy on an annual basis by completing the formal authorisation below:

<p>Authorisation Statement</p> <p>I _____(insert full name), being a Director/Senior Executive/Employee/Consultant (delete as appropriate) of Bio-Gen Technology Limited and/or its associates, do acknowledge my acceptance of the above policy and certify my compliance with these regulations.</p> <p>Signature: _____</p> <p>Date: _____</p>

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Appendix 1: Incident Report Form

Incident Report

Name:	
Position/Title:	
Contact Number:	
Location of incident:	
Date of incident:	
Time of Incident:	
Witnesses Name(s):	

Incident Statement

Please describe the incident that led to or contributed to an OH&S risk, event or accident.

Persons Involved

Please list the name/s of people involved in the incident (if any) & their role/involvement with the company.

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What steps could have been put into place to avoid such an incident (if possible).

Prevention

Recommendations / Actions

Please supply recommendations/actions to ensure preventative steps are considered and any follow up actions result from this incident. Include date for implementation of each recommendation/action.

Manager's Acknowledgement

Manager's Name: _____ (Printed)

Manager's Signature: _____

Please forward this completed form by email or scan to the Company Secretary.

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