

Website, Worker Portal and App Terms of Use

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Operator: Suvarnabhoomi Pty Ltd ACN 141 241 769 as trustee for the Suvarnabhoomi Discretionary Trust, ABN 16 102 266 894, trading as Orchard Tech

Contact: contact@orchardtech.com.au

1. About these Terms

These Terms apply when you access or use the Orchard Tech website, the Orchard Tech Worker Portal or the Orchard Tech mobile app (together, the **Services**).

The Services are intended to help Orchard Tech workers find approved workplace information and links to useful official resources. Some official public resources may also be visible to anyone who has the public link.

By using the Services, you agree to follow these Terms. Terms imposed by an external publisher or an app store may also apply to content or software supplied by that party. These Terms do not alter those separate terms.

These Terms do not form part of an employment contract, vary a worker's employment conditions or require a worker to give up any legal right.

2. Current service and access

The public Worker Portal provides access to approved resources without requiring an account. When Orchard Tech enables the applicable control, it may also provide a lightweight Hazard Alert, a text-only Contact Orchard Tech message and a photo-only Training and Induction Upload. The Build 10 app may provide the training upload only while Orchard Tech's production service confirms that its separate native capability is ready.

These forms are limited intake channels. They do not replace emergency action, supervision, consultation, an induction, required training, a formal hazard or incident report, workplace investigation, competency assessment, verification, record approval or any paperwork required by Orchard Tech or law.

Do not use these forms for passports, visas, banking, payroll or tax information, unrelated medical information, an injury or incident report, a grievance or complaint, another person's documents, or any content the form expressly excludes. Contact Orchard Tech accepts no attachments. Training evidence accepts only the worker's own permitted JPG, JPEG or PNG page photos within the displayed limits.

Orchard Tech manuals, internal policies, procedures, forms and host-specific information may be made available through the worker service only when Orchard Tech has approved that content for its intended audience. Access through a worker service does not turn controlled material into unrestricted public material.

3. The three content classes

3.1 Official public and external resources

The Services may link to, or display information about, resources published by government departments, regulators and other external organisations. These resources remain owned and controlled by their publishers. Orchard Tech does not claim ownership of them and does not claim that a publisher endorses Orchard Tech.

Use and redistribution of an external resource are governed by the source publisher's copyright notice, licence and other terms. Public access through the Services does not give you broader permission than the publisher gives. Keep any required attribution, copyright and licence notices, and check the publisher's website for the current version before relying on or redistributing a resource.

Where practical, Orchard Tech links to the official source so workers can obtain the publisher's current information. Orchard Tech may remove or update a link if the source changes, becomes unavailable or is no longer suitable for the portal.

3.2 Orchard Tech manuals, policies and other controlled material

Orchard Tech manuals, internal policies, procedures, forms and other controlled company material are restricted to Orchard Tech workers and other people Orchard Tech has authorised. They are not public resources merely because they may later be accessible through a protected worker service.

An authorised person may use current controlled material for their work, training, workplace safety and personal employment reference. Except where Orchard Tech permits it or the law permits or requires it, a person must not:

- publish, sell, sublicense or distribute controlled material outside authorised work use;
- upload it to a public website, social-media service, public file-sharing service or public artificial-intelligence service;
- alter an approved document or remove its copyright, approval, version, review or document-control information;
- present an altered, withdrawn or superseded copy as current or approved; or
- use Orchard Tech branding or material to imply authority, sponsorship or endorsement that Orchard Tech has not given.

This restriction does not prevent a worker from keeping or using information where that is lawful, including as evidence or for advice, a complaint, an inquiry, a claim or the exercise of a workplace right.

3.3 Host-specific information

Host, farm, accommodation, placement and site-specific information is not public portal content. It may be provided only to workers assigned to that host or site and to other authorised people who need it.

If you receive host-specific information, use it for your placement, work, safety, travel, accommodation or related support. Do not publish or share another person's personal information,

confidential business information, access codes or security information. This does not prevent any disclosure, report or communication that is permitted or required by law.

4. Fair Work statements and other required information

The Services may link to the Fair Work Information Statement, the Casual Employment Information Statement and other official workplace information.

Making an official statement available through a public link or resource library does not, by itself, replace an employer's legal obligation to give a required statement or other notice directly to a worker at the required time. Portal access also does not replace an induction, training, supervision, consultation, site-specific safety instruction or any other process required by law.

Workers should use the official publisher's current statement. Questions about whether a statement or notice has been provided should be raised with Orchard Tech or the relevant employer.

5. Safety, emergencies and document errors

The Services support access to information. They do not replace professional advice, emergency instructions, supervision, site-specific risk controls or applicable law.

In an emergency or if anyone is in immediate danger, call **000**. Otherwise, follow the approved workplace reporting process and promptly report hazards, incidents, injuries and suspected document errors.

If information appears unsafe, incorrect, incomplete or out of date, do not alter and redistribute it as an approved document. Stop relying on it where continuing could create a risk, follow current site instructions and notify Orchard Tech at contact@orchardtech.com.au.

A Hazard Alert can tell Orchard Tech about an unsafe condition so the normal response can begin. It does not show that a manager received or acknowledged it, that the hazard was controlled, or that a required report was made. Never approach a hazard or take a photo if doing so would expose anyone to risk.

6. Lawful rights and communications

Nothing in these Terms prevents or restricts a person from:

- discussing pay, hours or employment conditions where legally permitted;
- making a workplace complaint or inquiry;
- reporting a hazard, incident, injury, suspected breach or other safety concern;
- contacting emergency services, police, a court, a regulator, an inspector, an insurer, a health and safety representative, a union or worker representative, a health professional or a lawyer;
- making a workers compensation claim, protected disclosure or other lawful report;
- retaining or providing lawful evidence; or
- exercising a workplace right or doing anything else that cannot lawfully be restricted.

No provision of these Terms is intended to exclude, limit or discourage those actions.

7. Acceptable use

You must not knowingly:

- interfere with the security, availability or proper operation of the Services;
- introduce malicious code or use the Services to harm another person or system;
- attempt to bypass a restriction or obtain restricted material without authorisation;
- impersonate another person or falsely claim Orchard Tech or publisher approval; or
- use the Services or their content unlawfully.

If Orchard Tech later issues protected-access credentials, they must be kept secure and must not be shared with another person. Suspected unauthorised access should be reported promptly.

A person must not knowingly upload another person's record, submit malicious or misleading content, conceal an excluded document inside an image, evade the displayed request limits, or repeatedly resend a submission whose result says delivery is uncertain. Orchard Tech may reject, quarantine from processing or remove material that fails validation or appears to misuse the service.

8. Saved and printed copies

Online, saved, downloaded or printed material may become outdated. A saved or printed copy is not necessarily the current controlled version. Check the Services or the official publisher's website for the current version before relying on a document.

An acknowledgement, download record or access record does not by itself prove that a person read or understood a document, completed training or induction, was consulted, agreed to a change in employment conditions or waived a right.

A training-upload reference records only the website or app outcome stated on screen. It does not prove mailbox delivery, review, attendance, understanding, competency, completion or verification. A hazard or contact reference likewise does not prove delivery, response, acknowledgement, action or resolution.

9. External websites

External links are provided for convenient access to information. Orchard Tech does not control an external website's availability, accessibility, security, privacy practices or later changes. A link does not amount to endorsement of Orchard Tech by the publisher or endorsement by Orchard Tech of every statement, service or product on that website.

10. Privacy

Use of the Services is also subject to Orchard Tech's privacy information:

- Website Privacy Policy
- Orchard Tech App Privacy Policy

The Website Privacy Policy, App Privacy Policy and the specific notice shown with a form explain how relevant information is handled and how to ask a privacy question or raise a concern. Do not

provide excluded or sensitive material through a public or unapproved channel. Privacy, accessibility and content questions may be sent to contact@orchardtech.com.au.

11. Availability, accuracy and responsibility

Orchard Tech takes reasonable steps to present approved resources and accurate links but does not promise that the Services or every external resource will always be available, complete, current or error-free. External publishers may change or withdraw their content without notice to Orchard Tech.

To the extent permitted by law, the Services provide general workplace information and are not a substitute for advice about a person's particular legal, medical, safety, migration, financial or employment circumstances.

Nothing in these Terms excludes, restricts or modifies a guarantee, right, remedy or liability that cannot lawfully be excluded, restricted or modified, including any applicable rights under the Australian Consumer Law or workplace and safety legislation.

12. Changes to the Services or these Terms

Orchard Tech may correct, replace, withdraw or reorganise content and may update these Terms. The current version and effective date will be published with the Terms. If a change materially affects protected access or a worker's use of restricted material, Orchard Tech should provide an appropriate notice through the relevant worker channel.

13. Governing law

These Terms are governed by the laws of Victoria, Australia. This does not remove any right or protection that applies under Commonwealth law or another law that cannot be displaced by these Terms.

14. Contact

For questions, accessibility requests, suspected errors, privacy concerns or suspected misuse, contact:

Orchard Tech

contact@orchardtech.com.au