

## REHABILITATION / RETURN TO WORK POLICY

DIG is committed to ensure as far as is reasonably practicable that all employees are safe from injury and risk to health whilst at work.

Should any employee suffer injury or contract an illness whilst at work, DIG will use appropriate internal or external expertise when required in managing Health and Safety issues to encourage, assist and support the employee's recovery so as to remain in or, return to meaningful and productive work as soon as they are able.

This will be done without exposing the employee or others to an increased risk of injury or illness.

To achieve this objective, DIG will:

- Ensure that all work-related injuries, accidents and illnesses are reported promptly, recorded appropriately, and treated confidentially.
- Liaise with each sick or injured employee to monitor their condition and ensure they are fully informed of their rights and responsibilities, and the implications of any decisions they make in respect of their rehabilitation.
- Maintain open lines of communication with the employees, their medical care providers, rehabilitation providers, and other appropriate specialists to develop and implement suitable, effective and sustainable return-to-work plans.
- Where possible, provide suitable alternative work activities with regard to the employee's limitations and any necessary associated training, to facilitate the return-to-work plan.

Employees of DIG incapacitated by injury or illness at work are required to:

- Participate actively in the development of their return-to-work plan, and
- Undertake agreed medical treatments and abide by agreed medical constraints, and
- To the best of their ability, comply with the agreed return-to-work plan

All DIG employees are required to assist and facilitate incapacitated employees to return to work in accordance with their agreed return-to-work plan, and to encourage them in their rehabilitation throughout their period of recovery.

DIG have appointed an accredited Rehabilitation and Return to Work Coordinator (RRTWC) in accordance with legislative requirements.

The RRTWC will be available to all employees for access to information and guidance in Workers Compensation and Rehabilitation issues, as required. The RRTWC will ensure that all Return to Work Plans are effective, efficient, legal and agreed by all parties.

Edwin Davey - Managing Director

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