

Intego Consulting
Health, Safety, and Well-Being Policy

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Policy Owner: Director

1.0. Purpose and Scope

This Policy outlines Intego Consulting's commitment to providing a safe, healthy, and supportive environment for everyone undertaking work on behalf of the firm. Even without a centralised commercial headquarters, our duty of care remains uncompromised. We aim to minimise physical and psychological risks as far as reasonably practicable.

This policy applies to all directors, remote employees, and independent subcontractors. It governs safety across two primary domains:

- The distributed home office environment
- On-site client/community field environments.

2.0. Core commitments and remote health management

2.1. Ergonomic and home workspace safety

Because our team works remotely, the individual home workspace is considered an extension of our workplace under relevant WHS legislation. We commit to:

- **Ergonomic assessments:** Providing resources and checklists for team members to self-assess their home workstations (chair posture, desk height, proper lighting, and monitor placement) to prevent musculoskeletal injuries.
- **Safe procurement support:** Ensuring that necessary tech hardware and accessories procured for home offices meet safety standards and minimise repetitive strain injuries.

2.2. Psychological safety, burnout, and overwork

In alignment with *The Intego Manifesto* ("Hold power with care"), we acknowledge that remote work can blur lines between professional and personal life. We mitigate psychological hazards by:

- **Respecting digital boundaries:** Encouraging clear "switch-off" times to prevent digital fatigue, overwork, and chronic stress. We also do not discuss work-related matters after business hours.
- **Combating Isolation:** Structuring regular virtual check-ins that focus on personal wellbeing, open dialogue, and human connection, rather than solely discussing project updates or work-related matters.

- **Psychological support:** A culture where team members can safely speak up about mental health struggles or excessive workloads without fear of stigma or negative professional consequences.

2.3. Fieldwork and strategic community engagement safety

When our social research or policy work requires travelling to regions to interface with local communities, unique risks arise. We manage physical and situational safety by:

- **Completing risk assessments:** Assessing regional travel risks (including severe weather conditions or remote transit) before executing projects.
- **Safe strategic engagement:** Designing public community workshops to ensure a respectful environment where difficult conversations are managed constructively, protecting the emotional and physical safety of our facilitators and participants.
- **The 'Pause and Step Away':** Our staff and subcontractors are allowed to step away from spaces or interactions where safety boundaries are violated or if they are subjected to abusive behaviour. We will immediately cease engagements with clients who bully, disrespect, or abuse our employees.

3.0. Reporting and continuous Improvement

- **Incident reporting:** Any home office injury, field-based hazard, or significant psychological safety concern must be reported directly to the Director within 24 hours of the event so it can be managed appropriately.
- **Preventative adaptation:** Reported incidents will be investigated not to assign blame, but to adapt our remote workflows, communication protocols, or travel guidelines to prevent a recurrence.

4.0. Roles and Responsibilities

ROLE	QUALITY ASSURANCE RESPONSIBILITY
Senior Management	Ultimate accountability for policy governance, providing safety training resources, and ensuring workloads do not compromise team psychological safety
All employees and subcontractors	Responsible for maintaining a hazard-free home workspace, practicing healthy screen/break habits, reporting incidents, and looking out for the wellbeing of their peers.

5.0. Related Standards and Legislation

This policy operates in accordance with contemporary Australian health and safety frameworks:

- Work Health and Safety Act 2011 (WHS Act)
- Work Health and Safety Regulation 2011
- The Right to Disconnect
- All Fair Work policies and legislation, including those related to Disability Support