

## **INJURY MANAGEMENT POLICY**

In accordance with the Novel Group Occupational Health and Safety Policy, the health, safety and wellbeing of our employees should not be in any way impaired or prejudiced as a result of working within the Company.

Novel Group is committed to the rehabilitation of our employees who may suffer an injury or illness arising through their employment.

To fulfill this commitment and statutory obligations the Company has adopted the following principles to restore employees to their optimum physical, psychological, social, vocational and economic status, with the prime objective of returning the employee to their usual occupation by undertaking to:

- make provisions for the early assessment of the employee suffering an injury or illness arising through their employment;
- maintain regular contact between management and employees during their absence from the workplace;
- nominate a Rehabilitation Consultant with appropriate training in consultation with the Workers Compensation Insurer;
- where the period of incapacity exceeds 14 days, facilitate, or provide for, the development of a Return to Work Programme for vocational rehabilitation in consultation with the employee, management, the treating Doctor, Rehabilitation Consultant and the Workers Compensation Insurer;
- provide alternative duties where reasonably practicable in accordance with the treating Doctors recommendations or Return to Work Programme;
- re-introduce the employee to their usual work environment and duties in accordance with the treating Doctors recommendations or Return to Work Programme;
- maintain in confidence all personal information relating to the employees vocational rehabilitation; and
- provide a safe return to meaningful and productive work as soon as possible following the injury.

The Injury Management Policy will be reviewed and updated to ensure that it remains appropriate and relevant to Novel Group's rehabilitation responsibilities.

Signed



Andrew Story  
Director

Date: 15/12/2012