



## NEGLIGENCE POLICY

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At Cava Hydraulics & Engineering we prioritise accountability and responsibility in all aspects of our operations. This policy outlines our stance regarding employee negligence and the associated responsibilities and consequences.

Scope: This policy applies to all employees, contractors, and affiliates of Cava Hydraulics & Engineering.

Policy:

1. **Responsibility for Actions:** Employees are expected to perform their duties with diligence and care, adhering to established procedures and safety guidelines.
2. **Negligence Defined:** Negligence is defined as the failure to exercise reasonable care in the performance of duties, resulting in harm or damage to company property, assets, or reputation.
3. **Accountability:** Employees are accountable for any damages caused by their negligent actions or omissions while performing their duties within the scope of their employment.
4. **Reporting:** Any incidents of negligence or potential negligence must be promptly reported to the appropriate supervisor or management.
5. **Investigation:** Upon receiving a report of negligence, the company will conduct a thorough investigation to determine the cause and extent of the damage and to identify the responsible party.
6. Employees found to be negligent may be subject to disciplinary action, up to and including termination of employment, depending on the severity and recurrence of the negligence.
7. Employees may be held personally liable for any damages resulting from their negligence, including but not limited to financial restitution for repair or replacement costs.
8. To mitigate the risk of negligence, the company will provide adequate training, resources, and support to employees, emphasizing the importance of careful and responsible conduct.
9. This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

All employees are expected to familiarise themselves with this policy and adhere to its provisions. Failure to comply may result in disciplinary action.

**Mick Tully**  
**Director**

**Revised June 2024**