



SUPPLIER COMPLIANCE SOLUTION

WORKER MANAGEMENT

CBRE CLIENT MACQUARIE GROUP

Document Ref: Version: Date: Issued 1.7 30 June 2023 1.



DAMSTRA

2.	ASSIST	ANCE	3
3.	CBRE V	VORKER MANAGEMENT	4
4.	REGIST	ER YOUR COMPANY (STEP 1)	5
5.	REGIST	ER/MOBILISE YOUR EMPLOYEES/WORKERS TO CBRE SITES (STEP 2)	5
	5.1 5.2	Mobilise a New Employee Mobilise an Existing Employee	5 10
6.	DAMS	TRA REVIEW OF NEW EMPLOYEE/MOBILISATION REQUEST 1	15
	Proce: Declin	ssing an Online Registration	15 15
7.	DAMS	ra learning - Online training links 1	15
	Emplo Regist	yee/Worker Induction Training ration Approved	15 15
8.	KEEPIN	IG YOUR EMPLOYEES/WORKERS DETAILS UP TO DATE 1	16
	8.1 8.2	Checking Employees' Profiles Checking Employees'/Company Expiry Dates	16 16
9.	FAQS		17
	9.1 9.2 9.3	General Worker Registration Becoming a Purchase Order Approved Company	17 18 22
QUI	CK REFE	RENCE GUIDE	23



1. Overview

CBRE in the management of services to their client Macquarie Group, have engaged Damstra Technology to electronically record Supplier and Worker Compliance.

Damstra's Supplier Management System has been designed to effectively manage, where required:

- Supplier Insurance Verification and Compliance
- Worker Registration and Compliance
- Work Order workflow and assignment to a Compliant Worker

As an appointed Supplier of CBRE providing goods or services to the Macquarie Group, if requested by CBRE you are required to register your company with Damstra Technology to ensure your compliance. This is a mandatory requirement of CBRE and Macquarie and failure to do so will result in your company no longer being able to provide services to Macquarie.

2. Assistance

If you have any questions or require assistance with the registration process, please contact Damstra Technology on:

Australia	1300 722 801,
New Zealand	0800 722801,
USA	888 8377688
UK	020 39952399
SNG	65 93666 108
f	

for any other country on service@damstratechnology.com.

or

through Damstra online chat.

There will also be a chat support function available on each page when you are working in the systems.



3. CBRE Worker Management

CBRE/Macquarie Group has engaged Damstra Technology to electronically record worker compliance and ensure verification of documents required. Damstra Technology's Enterprise Protection Platform (EPP) has been designed to effectively manage our workforce by:

- Ensuring a compliant and competent workforce with roles and respective requirements (including photo ID, induction training, licences & qualifications required for specific roles) set by site.
- Storing documents securely; including, but not limited to licenses and qualifications.
- Providing emergency contact /next of kin details for all workers

As an appointed supplier of CBRE/Macquarie Group id advised by CBRE you are required to register your company and your employees with Damstra Technology and maintain compliance to ensure your worksite access is not disrupted. Non-compliant employees/workers will not be allowed on to Macquarie sites.

If advised by CBRE to register with Damstra Worker Management, you will be required to register in the Damstra portal using the Worker Management Icon on <u>www.greensuppliercompliance.com</u>.



There are three main steps to register your workers with Damstra Worker Management



The following step-by-step guide will take you through what is required to be completed for CBRE and our client Macquarie.

DAMSTRA TECHNOLOGY

www.damstratechnology.com | service@damstratechnology.com



4. Register your Company (Step 1)

NOTE:

This step is only required if your Company hasn't registered with Damstra Technology before.

To complete this step, you will need:

- your company's ABN/NZBN number (if applicable)
- your company's registered and trading names
- your company's contact details
- go to Registration Link: https://cbre.damstratechnology.com/Register

Damstra will review your company registration and send a login and password to the nominated email address. You can access this login page through the Damstra Worker Management Icon on <u>www.greensuppliercompliance.com</u>.

Register/Mobilise your employees/workers to CBRE sites (Step 2)

Note: This step is required to be completed for each employee that will need to work at CBRE on Macquarie sites

5.1 Mobilise a New Employee

This step is required if you are Mobilising a New Employee have not been added to your Company Portal account before.

To register workers, you MUST first provide your Company details in the section above "Register your Company".

To complete this step, you will need:

- Each employee's contact details.
- Each employee's emergency contact person's details (can be a company contact).
- A passport style photo per employee (can be a self-portrait).
- Photo identification per employee.
- To know what jobs/roles/tasks each employee will likely be completing on Site, and what site induction/location you require. If unsure, please contact your CBRE/Macquarie Representative for details.
- A credit card OR Purchase Order to complete payment of fees.
- 1. Go to the CBRE Supplier Portal www.greensuppliercompliance.com.

2. Click 'Worker Management'

- 3. Enter your Username and Password provided to you in the email confirming your Company's registration with Damstra Technology. Then click Login.
- 4. Click on the **Workforce Management** from the Menu of the Company Portal once logged in then **Mobilise an employee.**



B Damatra Manage your company +	Damstra Testing Company Numbe.	Quick search for employee by name or ID	۹ ۵-						
¢	Workforce management	unt	0						
	All employees		~						
Workforce management	Contained and Real Arrow				Mohika an amrinana y				
Access control	Linguojoo moossatoris					cityasjee espire.			
Correspondence	Mobilize an employee		Ses	sion soon but not yet confirmed	Total in progress	Expirios in last 3 m	tonths	Expirites in next 3 months	
	 Your company documents 		0	17	370	0 14		0.83	
	 Company questionnaires 			17	370	• 44		0 03	
 System secangs 	Carabina								
	Employee amities			· Today's sostions		blood some hele?			
	 Company expiries 			 Foundly 5 sessions 		Need some neup?			
	Worksite documents & info	'n	Fr	Sa		Damstra	o can run you through getting staned with		
	Worksite documents	e - 1	5	6					
	Worksite information	1	52						
		8	19	20					
		5	26	27					

5. Select New Employee and the Worksite they are being mobilized for and click

Mobilise an employee (?) Cet your employee ready to access and work on site	
	Begin Mobilisation Employee
	Mobilise O An existing employee O An existing employee
	Worksite mobilisation
	Australia • Mobilisation
	Select an option •
	Next>

Complete requirements – All requirements can be completed concurrently.

New employee Demo worksite - Site Orientation Employee's details Photo & ID Preferred session Job titles, roles & tasks Employee requirements Employee online training



- Employee Details
 - Information can be added as it is obtained from the employee. All information is not required prior to moving to another section.

	inscand last name so that you will be able to t	ocate this mobilisation request (in the active mobilisation requests page
ersonal details			
irst name	Middle initials (optional)	Date of birth	Gender
		dd/mm/yyyy	Prefer not to say 0
ast name			
ontact details		Residential addre	55
mail		Counter	
Iname@example.com]		Start typing a count	rv
toble number		Street address	street name
lome phone (optional)	Work phone (optional)	Suburb/city	
		Post Code	State/region
Next of kin 💿			
Next of kin ③	Relationship	Next of kin residential ac	Idress
Next of kin ③	Relationship Select on option	Next of kin residential ac Same as employee	Idress
Next of kin ①	Relationship Select an option	Next of kin residential a Same as employee Different address	kires
Next of kin ① Name	Relationship Select an option	Next of Van residential ac Same as employee Different address Country	A21965
Next of kin ① Name	Relationship Select an option •	Next of kin residential a Same as employee Different address Country Start typing a country.	Adves.
Next of kin ① Name	Relationship Select an option •	Next of kin residential ac Same as employee Different address Country Stort typing a country. Street address	Adverse
Next of kin ③	Relationship Select an option •	Need of fan residential ac Same ac employee Differont address Couriny Storet byping is country. Street address Street rumber and stre	ktress et nome
Next of kin ③	Relationship Solited an option •	Need of kin residential ac Same ac employee Different address Country Storet byping a country. Street address Street runtber and stre Subutty/Sty	et nome
Next of kin ③	Relationality Select an option •	Need of kin residential ac Same as employee Different address Country Street hyping a country. Street address Street address Street address	et nome
Next of kin ③	Relationality Select an option •	Need of kin residential ac Same as employee Different address Country Street hyping or country. Street address Street address Street address Street address	et nome - State/region
Next of kin ③	Relationality Select an option •	Need of kin residential ac Same as employee Different address Country Street hoping a country. Street address Street address Street address Street address	et nome - States/region
Next of kin ③	Relationship Select an option •	Need of fain residential a Same as employee Different address Couriny Sitrel address Sitreet	et nome State/region
Next of kin ③	Relationation Solited an option •	Need of fain residential at Same as employee Different address: Country Stret pyping or country. Street address Street address Street and stre Subutiv/oity Post Code Unique Student Marentin	et nome Slate/region

- Photo & ID
 - Complete the required information and attachments. Tips to help with approval show requirement criteria such as photo requirements.
 - o Click
 - o The requirement will collapse once supplied and all required criteria are met.
 - Error messages will show where requirement criteria are not met.

Employee photo (similar to a passport photo)	
 Photo already sent for verification 	
Photo ID	
ype of photo ID	
Drivers licence	
Other authorised photo ID	
) Passport	
) Photo card ID	
уре	Tips to help with approval
Select an option .	
Jpload attachment	 Name on document is this document will not be accepted if it doesn't match with the employee name entered Ensure files are high quality and clearty legible
le Drop file here or click to upload	
s the back of the card in the above file?	
Yes 🔿 No, upload separately	
'he back of the card is required, even if blank	



- Preferred Session
 - Only required/visible for face-to-face mobilisation.
 - o The selected session date will determine the requirements needed to complete the request.

Preferred session							
This employee will not be b mobilisation has been confin	ooked in for the selected sess med	ion until the					
The selected session you'll need to complete	date will determine the require te for this request	ements					
Select preferred session							
May 2023							 Currently selected:
	1 Mon	2 Tun	3 Wed	4 Thu	5 Fri	6 Sat	No time currently selected
7 Sun	8 Mon	9 Tuo	10 Wod	11 Thu	12 Fil	13 Sof	
14 Sun	15 Mon	16 Tuo	17 Wod	18 Thu Today	19 Fri	20 Sat	
				09:00 am - 10:00 am Session closed	09:00 am - 10:00 am Session closed		
21 S.m	22 Mon	23 Tise	24 Wed	25 Thu	26 Fri	27 Sat	
	09:00 am - 10:00 am Session closed	09:00 am - 10:00 am 10 places left					
28 Sun	29 Mon	30 Tue	31 Wed				
	09:00 am - 10:00 am 10 places left	09:00 am - 10:00 am 10 places left	09:00 am - 10:00 am 10 places left				

- Job titles, roles, and tasks
 - o Select ALL relevant job titles, roles, tasks, and related qualifications.

Job titles, roles & tasks	
Dans State Amods to know what type of work and relast the employee the performance while on site, as well as any relevant qualifications they hold	Can't find what your looking for? Solecting the correct job tilled roles is important. If you can't find what you're looking for email <u>services/admittatechology.com</u> for assistance.
Job titles, roles & tasks for Demo Site A Portal Training 1 Select ALL that apply	
E Traffic Controller - Stop / Slow	
Solot, A.L. androadi Jub Elles, Yoles, Lavika and related methodoxians, and the second second second second second relationship of the second second second second second second second second second second second second operation. Righting Degating and Clares Operation!	

• Employee Requirements – these are the documents and information required by the worksite to prove employees are competent in their roles.

Employee requirements		
These are the documents and information required by Demo Site A to prove employees are compotent in their job/Tole		
Implement Traffic Control Plans Required by Demo Site A for Traffic Contester - Step / Store job title		+ Upload new version
✓ Valid Implement Traffic Control Plans		
OHS Required by Domo Site A		
Option	Tips to help with approval ^	
OHS Construction Induction - General Safety +	Employee name on document is J-Pee R De Guzman	
Uptoad attachment	(no shortening or variation will be accepted) • Uploaded file matches the gualification/skill,	
TEMP DOCUMENT par (*)	If this document is a card or licence, ensure both front and back of the card is supplied Ensure files are high quality and clearly legible	
Slart date		
11/04/2023	Document not listed as an option? V	
Today	Why is this required?	
Is this document a card or a licence?		
 Yes No, this is not a card or licence 		
Cancel Update		

- Complete required information such as dates and attachments. Tips to help with approval show requirement criteria such as date rules.
- Click Upload

- The requirement will collapse once supplied and all required criteria are met.
- Click *P* Edit to edit the requirement prior to send for verification.



Evidence of Training Required by Demo Site A fo	or Health & Safety Coordinator / Advise	or job t
Option		
Site Exemption/Variation for Work Health & Safety Coordinator / Advisor		
Upload attachment		
Drop f TEMP DOCUME	Tiles here or click to upload	
E TEMP DOCOME	in upu	×
Start date	Expiry date	
🗹 Today	dd/mm/yyyy	
	Never expires	
Is this document a card o	or a licence?	
○ Yes ● No. this is no	ot a card or licence	
	Upload	

- Employee Online Training these are the lessons the worksite requires the employee to complete for this mobilization. This section will only be visible if the selected worksite requires online training.
 - If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so after this request has been sent for verification.
 - \circ These don't need to be completed to send this mobilization.

Employee online training
These are the lessons Demo Site A requires the employee to complete for this mobilisation.
If the engrype has already compared the lesson, there will be enabled a link to do so after this request has been sent for verification
These deart need to be completed to send this mobilisation for verification
Contractor Management Partial Training Required by Denno Siles A
Lesson link will be sent to the employee when this request is sent for verification of not already completed

- 7. Once all required mobilization requirement sections are marked as
 - Complete, verification required
 - Complete, no verification required
 - Click Y Pay & send for verification to complete the mobilization request.
 - Complete payment details and confirm you agree to the terms and conditions.
 - Click Y Pay & send for verification

Pay & send for verification						×
Worksite & induction, registration or	training	Details of payment				Amount
Demo worksite Site Induction		Site Inductio		AUD \$ 250.00		
Demo worksite		Registration	Fee			
Site Induction		2 Year Re	gistration Fee - until 6 Mar 202	:5	٥	AUD \$ 270.00
	Credit card surcha	rge	AUD \$ 10.4	ю		
	GST		AUD \$ 53.0	04		
	Total to pay		AUD \$ 583.4	4		
	Select a payment					
	🚍 Credit (Card	D Purchase order			
				Back		



Confirmation You agree that everything that you have uploaded is. to the full extent of your knowledge, true & correct in regards to what is indicated. Where applicable, you confirm that you have discussed the possible collection of biometric data with your employees. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment. You have read and accepted Damstra Technology's terms & conditions and privacy policy. ✓ Pay & send for verification Back

5.2 Mobilise an Existing Employee

1. To begin mobilisation select existing employees and the worksite they are being mobilized for.

Employee		
Mobilise		
An existing employee		
A new employee		
Employee		
Citizen, John (352407)	-	
Citizen, John (352407)	•	
Citizen, John (352407)	•	
Citizen, John (352407) Norksite mobilisation	•	
Citizen, John (352407) Worksite mobilisation Worksite	•	
Citizen, John (352407) Worksite mobilisation Worksite Demo Site A	•	
Citizen, John (352407) Worksite mobilisation Worksite Demo Site A	•	
Citizen, John (352407) Worksite mobilisation Worksite Demo Site A Mobilisation	•	
Citizen, John (352407) Worksite mobilisation Worksite Demo Site A Mobilisation Contractor Induction 2	•	

2. Complete requirements – All requirements can be completed concurrently.

New employee Demo worksite - Site Orientation
• Employee's details
Photo & ID
Preferred session
Job titles, roles & tasks
Employee requirements
Employee online training

Next >

DAMSTRA TECHNOLOGY

Page 10 of 28 ID: 14234 Version: 1.7 Revised: 30/06/23



• Employee Details – check employee details to ensure they are up to date.

Employee's details	
These details are required to be checked every three months to ensure they are up-to-date.	
Citizen, John 352407	Ø <u>Edit</u>
✓ Details checked a month ago	

- Preferred Session
 - Only required/visible for face-to-face mobilisations.
 - The selected session date will determine the requirements needed to complete the request.

Preferred sessio	'n							
This employee will not mobilisation has been	t be booked in for the selected sess confirmed	ion until the						
The selected se you'll need to co	ssion date will determine the require emplete for this request	ements						
Select preferred sessio	n							
May 2023							>	Currently selected:
	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat		No time currently selected
7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fil	13 Sot		
14 Sun	15 Mon	16 Tue	17 Wed	18 Thu Today	19 Fri	20 Sat		
				09:00 am - 10:00 am Session closed	09:00 am - 10:00 am Session closed			
21 S.n	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat		
	09:00 am - 10:00 am Session closed	09:00 am - 10:00 am 10 places left						
28 Sun	29 Mon	30 Tue	31 Wed					
	09:00 am - 10:00 am 10 places left	09:00 am - 10:00 am 10 places left	09:00 am - 10:00 am 10 places left					

- Job titles, roles, and tasks
 - o Select ALL relevant job titles, roles, tasks, and related qualifications.

Job titles, roles & tasks	
Demo Silk A needs to know what type of work and roles this employee will be performing while on site, as well as any relevant qualifications they hold	O Can't find what your looking for? Selecting the correct job tilles/roles is important. If you can't find what you're looking for email <u>services/damstratechnology.com</u> for assistance
Job titles, roles & tasks for Demo Site A Contractor induction 2	
Operator - Truck Mounted Attenuator (x)	
Traffic Controller - Stop / Stow	
Select ALL relevant job titles, roles, tasks and related qualifications in growthing of Heights. Confined Space. Hol Work (MCG20, UHigh Risk) Lance Classes such as Forhitt Operator. Reging, Dogging and Crane Operation)	

• Employee Requirements – These are the documents and information required by the worksite to prove employees are competent in their role. Previously supplied documents that meet date requirements/rules will not need to be supplied again.

DAMSTRA CONNECT + PROTECT YOUR WORLD

Job titles. roles & tasks	
Demo Site A needs to know what type of work and rokes this employee with be performing while on site, as well as any rokewart qualifications they hold	Crant find what your tooking for? Selecting the correct job files/roles is important. If you can't find what you're bearing for email <u>ameloandamitatechnology.com</u> for assistance
Job titles, roles & tasks for Demo Site A Portal Training 1	
Select ALL that apply	
Traffic Controller - Stop / Slow	
 Select ALL relevant job thier, roles, tasks and related qualifications Ing Woning (Hinghts, Contrived Space, Hot Work (MCC2R) oil High Riel Lennor Classes such as Forkitt Operator, Reging, Dopping and Class Quality of the Control of the Control of the Control Classes and a schedult 	

- Complete required information such as dates and attachments. Tips to help with approval show requirement • criteria such as date rules.
- Click Uptoad •
- Instead, you can forward the list of documents required to an existing employee by using the forward • hyperlink on screen.

Employee requirements	
These are the documents and information required by Australia to prove employees are competent in their job/role	
Licence or Trade Paper, Certificate Required by Australia for Acoustics Consultant Job title	

An email will be sent to employees with list of documents to upload. Another email with login credentials will • also be triggered if they do not have a login. Employees can self-help and upload the pending documents themselves.

1 Tasks forv	warded to you to complete
Your company, complete for yo	CBRE PTY LIMITED has forwarded the below requirements to you to ur Site Induction - 20 Martin Place Sydney mobilisation at Australia.
Tasks to comp	plete
• Supply L	plete Jicence or Trade Paper, Certificate
Supply L Note, your comp	plete Licence or Trade Paper, Certificate pany can change the tasks they have forwarded to you at any time, use
Supply L Note, your com 'Complete now'	plete Jiconce or Trade Paper, Certificate pany can change the tasks they have forwarded to you at any time, use button below to view your current task list.

- Requirements will collapse once supplied and all required criteria are met.
- Error messages will show where requirement criteria are not met.
- Click *Click* Click to edit the requirement prior to send for verification. •

Upload

	Employee requirement	S			
	These are the documents and inf prove employees are competent	ormation required by Demo Site , in their job/role	A to		
	Requirements may change Requirements are determin Select the <u>preferred session</u>	e once you select the preferred : ned by the start date of a mobilis: on to ensure you are completing	session ation i.e. the date of the session that the employee will attend. the relevant requirements.		
	Evidence of Training Required by Demo Site A for Healt	h & Safety Coordinator / Advisor job 1	titio		
	Option TAFE Certificate IV: Occupat IBSB414071	ional Health & Safety •		Tips to help with approval Fundament is John Citizen	
	Upload attachment		1	 this shortening or variation will be accepted? Uploaded file matches the qualification/skill If this document is a card or licence, ensure both front and back of the card is supplied 	
	A Drop files he	re or click to upload		Ensure files are high quality and clearly legible	
	Start date	Expiry date		• Why is this required?	
	dd/mm/yyyy	dd/mm/yyyy			
	Today	Never expires			
DAMSTRA	Is this document a card or a lic Yes No, this is not a card	ence? rd or licence			age 12 of 28 234 Version: 1.7
www.damstratecł					d: 30/06/23



- Employee Online Training These are the lessons the worksite requires the employee to complete for this mobilization. This section will only be visible if the selected worksite requires online training.
- If the employee has already completed the lesson, there will be nothing further to do. If they have not completed the lesson, they'll be emailed a link to do so after this request has been sent for verification.
- These don't need to be completed to send this mobilization.

Employee online training
These are the lessons Demo Site A requires the employee to complete for this mobilisation.
If the enclosed has already completed to become, there will be a thermal to the second of the physical completed hermatic become the physical second become the enclosed a link to do so after this sequent has been sent for verification
These don't need to be completed to send this mobilisation for vertication
Contractor Management Portal Training Biogunoticy Demo Ster. A
0 Losson link will be sent to the employee when this request is sent for verification of not aiready completed



- 3. Pay & send once all required mobilization requirement sections are marked as
 - Complete, verification required
 - Complete, no verification required
 - Click Pay & send for verification
 to complete the mobilization request.
 - Complete payment details and confirm you agree to the terms and conditions.
 - Click Pay & send for verification

orksite & induction, registration or tr	aining	Details of pa	ayment				Amou
mo worksite e Induction		Site Inductio	on Fee - until 15	5 Mar 2023			AUD \$ 250.0
mo worksite		Registration	Fee				
e Induction		2 Year Reg	gistration Fee	until 6 Mar 2025		٥	AUD \$ 270.0
	Credit card surcha	rge		AUD \$ 10.40			
	GST			AUD \$ 53.04			
	Total to pay			AUD \$ 583.44			
	Select a payment	method					
	E Credit	Card	D Purch	ase order			
					Back		
Confirmation					Back		

- 4. The price of the Worker Registration Fee will be presented onscreen. There are 2 different fee structures:
 - The fee per employee is **\$15.00 AUD (excluding GST)** for a Worker with verification of photo ID and online induction completion and is valid for one year.
 - The fee per employee is **\$50.00 AUD (excluding GST)** for a Worker with verification of photo ID, online induction completion and licence verification and is valid for one year.



Note:

You have the option to pay with Purchase Order if your company has set up a trading account with Damstra Technology; otherwise, the only option will be pay by credit card - see FAQs for further information.

6. Damstra Review of New Employee/Mobilisation Request

Processing an Online Registration

Damstra Technology will review your employee's registration or mobilisation within a 24-hour time frame and based on CBRE/Macquarie Groups requirements, will accept, or deny the online registration/booking. If urgency is required, you can contact Damstra to request high priority.

Note:

This is not a commitment that it will be processed immediately but it will alert the Damstra team that these booking needs urgent attention.

Declined Documentation/Registration

If the submitted documentations are declined, you will receive an automated email outlining the reason. To submit amended item(s), log back into your company portal and re-upload the corrected documentation via the **Active Mobilisation Requests in Progress page, Attention Required Tab.**

7. Damstra Learning - Online Training Links

Employee/Worker Induction Training

Employees are required to complete a CBRE site induction and general induction training module. There is also a high-risk induction training module assigned to some high-risk roles.

Online Training Links will be sent directly to your employee's email address for completion. A booking confirmation will not be sent until the training modules have been completed.

Training Links are available for 14 days.

Your employee will be sent a *Welcome to Damstra Learning Email*, prompting them to reset their password before completing these courses.

Once training is completed evidence will be sent directly to Damstra, while the employee will also be sent a *Certificate of Achievement* from Damstra Learning.

Registration Approved

Once your Online Training Modules have been completed by the employee, an automated email will be sent to your company confirming or rejecting your Worker Induction booking or registration.



8. Keeping your Employees/Workers Details up to Date

It is important to keep your employees' details up to date to ensure worksite access is not unexpectedly affected. You can do this by checking your employees' profiles and their expiry dates.

8.1 Checking Employees' Profiles

1. Select Workforce Management, then click All Employees > Profile.

	Workforce management						
େ Horme	All employees						
Workforce management							
Access control	Filter	r by last name All	A B C D F F G	ніјк	IMNOPO	R S T U V W X Y	7
Q Correspondence			Name			ID	
A Health & safety	100 A		Ab Updated, Red Test			307944	Profile >
System settings	1		Ab2. Red2 Test			398100	Profile >
	2		Account ESQ Test			470457	Profile >
	F		Api. Test			291256	Profile >
			Batongbakal, PodroTost R			362211	Profile >
	1		Biometric, Testing			336859	Profile >
	<u>@</u>		Braidy, TestJeany M			233687	Profile >

2. You will be taken into your employee's profile page where you can:



- Edit and update your employee details and upload new qualifications,
- Terminate employees that are no longer employed by your company, and
- View documentation stored against employee profiles.

8.2 Checking Employees'/Company Expiry Dates

- 1. Select Employee Expiries to view your worker expiries and Company Expiries for your company.
 - Red Expiry Date = already expired
 - Orange Expiry Date = expiring within the next 90 days

	Workforce management	Your company to complete	Quali	lifications				
份 Home		Mobilisations (9	Expires	ord 📕 Exministry within the reard 90 class				
_	 All employees 	Job title requirements	E Expire					
Workforce management		Qualifications 15	Showing	g 1 - 16 of 16				« < <u>1</u> > »
Access control	Employee mobilisations	Worksito-spocific skills (6	• Emp	nployee	♦ Skill	Worksite	* Expiry date	
	Active mobilisation requests	Payments	User,	Testing	2nd - Contractor Itinorant	n/a	30 Mar 2023	Upload
Q Correspondence	Mobilise an employee	Medical documents (0	38500	.0				
			Hunge 24774	<u>gerford, Sonya</u> 4	MGO OC Workforce	n/a	30 Mar 2023	Upload
🛆 Health & safety	Your company documents	Employees to complete	Hunge	gerford, Sonya			20.14 2022	
68 C	Company questionnaires	Job title requirements	24774	4	2nd - Contractor Itinerant	n/a	30 Mar 2023	Optoad
System settings		Lessons 50	Hunge 24774	gerford, Sonya 4	Mining	n/a	30 Mar 2023	Upload
	Expiries	Session skills 0	lanor	e hetin				
	Employee expiries		24772	28	2nd - Contractor Itinorant	n/a	30 Mar 2023	Upload
	Company expiries	Worksites to complete	Evans	istest, Tennille	2nd - Contractor Itinerant	n/a	30 Mar 2023	Upload
		Worksites-supplied skills 20	15057	77				
	Worksite documents & info		Krame 12345	<u>aers Test, Serban</u> 56	2nd - Contractor Itinerant	n/a	30 Mar 2023	Upload
			Test, F	Patrick				
	Worksite documents		27252	27	Drivers Licence C	n/a	1 Apr 2023	Upload
	Worksite information		Test, 1	TestuserOne	Drivers Licence C	n/a	30 Apr 2023	Upload
			36523					

DAMSTRA TECHNOLOGY

Page 16 of 28 ID: 14234 Version: 1.7 Revised: 30/06/23

www.damstratechnology.com | service@damstratechnology.com



2. Click on the **Upload** button listed against each expiry. If no 'Upload' buttons appear, your company may have an account issue. To rectify account issues, contact <u>accounts@damstratechnology.com</u>.

Note:

If information is not updated prior to the expiry, this may result in your employee not being able to access site.

9. FAQs

9.1 General

What are the minimum system requirements?

Damstra has been developed using modern technologies and, as a result, needs a modern web browser. Damstra only supports the latest version of the most popular web browsers, which include:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari
- Opera

What is Damstra's role?

Damstra's job is to collect process and manage Suppliers and Contractor's data on behalf of CBRE and its client Macquarie Group. Damstra do not make the rules but ensure compliance to the CBRE rules and that the Contractor Management Program is followed.

As part of CBRE/Macquarie Group Contractor Management platform, certain insurance, documents, and qualifications are required before CBRE/Macquarie Group will allow their suppliers to perform a particular role or job on their sites.

How do I get an exemption from a requirement?

Depending on the client protocol you can reach out to your CBRE point of contact.

Does my registration fee expire?

Yes, your registration expires annually.

Is the information I provide secure and private?

Data collected for managing compliance is governed by the following principles and controls:

- Collection is limited to the minimum information necessary to be able to complete verification and qualification management services.
 - Images of any documents supplied are deleted after verification actions have been completed.
 - Individual data is deleted upon notification that the service is no longer required for a registered user.
- Users have the right to access and request a change or deletion of records that are not accurate, relevant, timely or complete.
- Data is not transferred or shared to any other individuals or groups.
- System is ISO 27001 compliant with all data secured and protected against unauthorized access including:
 - Limiting access to data appropriate personnel only, on a need-to-know basis.
 - All Data is encrypted at rest and in transit.

Annual, independent, external vulnerability and penetration testing are conducted together with ISO27001 and SOC 2 audits to validate data security and controls.



Where can I view Damstra's privacy policy and terms and conditions?

You can view our privacy policy and terms here: https://damstratechnology.com/terms-conditions#terms-conditions

Where can I view information on how to use Damstra's system?

Help and system navigation documents are available on Damstra Support site: <u>Damstra Workforce Management</u> for worksite users – Damstra Technology

9.2 Worker Registration

1.

2.

How do I register a worker who does not have an email address?

- Supplier adds employee in the Contractor Portal
 - Enter the Supplier Admin/Generic email address (i.e., info@abcelectrical.com) as the workers email address.
 - Complete remaining worker registration steps
- Confirmation of Registration will be sent to the Supplier Admin/Generic email address (i.e.,
- info@abcelectrical.com) entered for the worker

3. Supplier Admin/Generic email address (i.e. info@abcelectrical.com) will also receive notification of worker site training allocation <Title - Welcome to your new online training platform> which includes a personalised link for the worker to the training site (see below)



	න
I	シ

Damstra learning management - Welcome to your new online training platform

Dear Test,

Welcome to Damstra learning management, the video eLearning platform in the Cloud.

An account at Client Demo has been created for you.

Click here to access Damstra learning management

Your account details are below

Username: test.user Organisation: Client Demo Web Address: configteam

All the best, The Damstra Team

4. Supplier Administrator to forward the worker training notice email < Titled: welcome to your new online training platform> to

the worker

and

- CBRE contact / site FM
- Access to a computer is arranged for the worker.
 - At supplier office by Supplier Administrator

5.



0	×
()	I
~	

6.

7.

- At CBRE site by CBRE contact / site FM
- Worker accesses the computer and opens the link in the email.
- Worker will be prompted to:
 - set their password.

Please enter a no	w password for your account and confirm
New Password	
Î	6
Make sure the pass uppercase, one low your name (ex. !@#\$	word is at least 10 characters long and has at leas ercase one special character and does not include %/%), common passwords will also be rejected
Confirm Passwor	d
	6
	Continue

and

Complete the assigned training modules (inductions)

CBRE	CBRE/Macquarie United States		Loggod in as
Γ * α	Lossons 2 Library Results Skills	Hi Alexander () Here's your current learning progress to date!	
		You have 2 lessons that you must complete	
		CBRE CABREE Doe in 4 days Site Induction - San Diago CA - ED No description CBRE Ceneral Contractor HSE In. No description	
Terms I «	Privacy Policy		[

- 8. Worker completes training modules (inductions)
- 9. Confirmation of training completion issued, and worker status updated in Damstra Worker Management

I sent my workers documents yesterday, why have I not heard anything?

Damstra has 24 hours to process paperwork after we receive it. Once Damstra have received and processed all the correct documents and completed forms, your company is sent a registration email to let you know what to do next.

Do I need to submit my insurance policy or certificate of insurance?

You only need to provide your certificate of insurance if you are Low Risk Supplier

Who can I talk to about the worker requirements?

You can discuss the worker requirements with a Damstra Customer Service Representative. However, the worker requirements are not negotiable.

Who be nominated as a Next of Kin / Emergency contact?

Any individual nominated by the worker registering can be the next of nominated contact including family members, work managers or colleagues.



Can I claim reimbursement for Worker Registration fees from CBRE?

No, Worker Registration fees are a cost for individual companies to manage.

How do I get a Tax Invoice for my payment?

Worker makes a request to GST Email service@damstratechnology.com requesting a copy of their Tax invoice, providing the following details:

- Employee ID,
- Date of Transaction and
- Amount

A support ticket number will be issued to allow request to be tracked.

Damstra GST team will download the invoice and sent via return email.

Estimated turnaround time to receive the Tax invoice approximately 1 Day.

There is no charge for a tax invoice receipt request.

Does Damstra accept Digital Certificates?

Yes, Damstra does accept digital certifications- during the uploading of requirements, you will need to select the requirement prefixed with the term 'Digital'.

See example for Digital Drivers Licence C below:

Select qualification	Drivers Licence C	•	3 Tips to help with approval
Upload attachment & Drop fi	le here or click to upload		Employee name on document is IFirst! ILast! (no shortening or variation will be accepted) Uploaded file matches the qualification/skill If this document is a card or licence, ensure both fin and back of the card is supplied Ensure files are high quality and clearty legible
Start date dd/mm/yyyy] Today	Expiry date dd/mm/yyyy No expiry date		
is this document a card o	r a licence? t a card or licence		
			Back Sen

Can I update/amend my log in details?

Supplier Portal Administrators are created with nominated email address and password. You will be prompted to update your password the first time you log into the system, however if you wish to amend your default email address, you can do this within your Supplier Portal.

Select the **System Settings > User Login Accounts > Details > Account** – within this tab you can update the email address.

Account	Permissions & access	Alerts & notifications	20 Damstra preferences	2. Change history
	Account			
	Account details			
	Full name			
	Support Of Gazdinan			
	j deguzmanjudamstratochnology.com			
	 If you change your email address; you'll and a new voetfaction email will be cent follow the instructions in the email address email address to voetfy your account an email address to voetfy your account an 	be logged out You'll need to to the new d log back in.		
			Update	

DAMSTRA TECHNOLOGY

Page 20 of 28 ID: 14234 Version: 1.7 Revised: 30/06/23

www.damstratechnology.com | service@damstratechnology.com



Employee Accounts - are automatically created when an employee is added to your company. By using the employees unique Damstra ID number as their username, this cannot be amended. Their email address, by default is also what is listed against their employee record.

Creating additional Administrators

With the new Company Portal, you can create administrators as many as you like. You can either have someone as a **Standard** user or **Admin** user. Click Create new company user to nominate one under **System Settings > User Login Accounts**



9.3 Becoming a Purchase Order Approved Company

Trading Account/PO Payment Option

- 1. A request must be lodged to the Damstra Accounts/Finance Department ahead of time before the intention to use a PO.
- Please send your intention request to <u>accounts@damstratechnology.com</u> If approved, Supplier company must issue a PO based on their agreement with finance.
- 3. The PO option gets activated for the requesting Supplier.
- 4. Registrations prior to the issuance of the PO must be paid through CC.
- 5. When registering a worker, the PO option for payment should be available (PO to be uploaded and PO number to be provided)

Considerations

- 12 months with Damstra Technology.
- Company must have 20 minimum active users.



Quick Reference Guide

CBRE MACQUARIE SUPPLIER COMPLIANCE SOLUTION WORKER MANAGEMENT

Step 1 Register your Company

- Go to the CBRE Supplier Landing Page **CBRE Supplier Compliance**
- Select Worker Management Icon
- Select New Suppliers
- Follow the onscreen instructions to register your company

24 Hours Damstra verification of details

need to have the following information available:

- Your company's ABN/NZBN number (if applicable) Your company's registered and

need

Your company's contact details

• User ID and password email

Employee's Contact details
Employee's NOK details.

Photo identification
Requirements for the Job/Role you will select.

Step 2 Mobilise a New/Existing Employee

- Go to the CBRE Supplier Landing Page **CBRE Supplier Compliance**
- Select Worker Management Icon
- Select Existing Supplier
- Login
- Select Mobilise a New Employee
- Follow the onscreen instructions to register your company

24 Hours Damstra verification of details

Confirmation email issued

- Approval
 - Employee/Workers will receive an email advising them of
 - registration and a link to required training and inductions they need to complete.
- Decline
 - Company Admin will receive an email detailing reasons for the decline and will need to re-upload for what is required.

For Assistance :

AU: 1300 722 801 US: 888 837 7688 SG: 65 93666 108 NZ: 0800 722 801 UK: 020 3995 2399 Email: service@damstratechnology.com



There are two main steps to register your workers with Damstra Worker Management



Before you start

To complete registration you will need to have the following information available:

- your company's ABN/NZBN number (if applicable).
- your company's registered and trading names.
- your company's contact details.

Start

Go to the CBRE Suppler Landing Page <u>CBRE Supplier Compliance</u>
 Select Worker Management Icon



• The following screen will appear

Select one of the following options:



o Select New Suppliers

DAMSTRA TECHNOLOGY

 \times



Select one of	the followir	ng option	IS:
New Suppliers	Exisiting Supplier	CBRE user	
DAMSTRA	e will display.		
Register Company with Damstra Te Register your company with Damstra Technology for prequalification	echnology for CBRE/Macquarie.		
Step 1/6			
Step 1: Country/Region selection	you are registering with Damstra Technc	logy.	
Currently selected:		Search	Q
	CBRE/Macquarie		
	Australia		
	Australia New Zealand ASIA		

• Follow the onscreen instructions to register your company.

When you have entered your company details

0

- the information you have provided will be verified by Damstra, and
- a user login and password will be sent to the email address entered.

Note: Damstra review and issuing the email address can take up to 24 hours You cannot proceed to Mobilise New Employees/Workers (step 2) until you receive the user login and password.



Step 2 Mobilise your Employees/Workers to Damstra

Before you start

To complete this step, you will need:

- User Id & password email from Step 1
- Each employee's contact details.
- Each employee's emergency contact person's details (can be a company contact)
- A passport style photo per employee (can be a self-portrait)
- Photo identification per employee
- To know what jobs/roles/tasks each employee will likely be completing on Site, and what site induction/location you require. If you are unsure, please contact your CBRE/Macquarie Representative for details
 - in you are unsure, please contact your ObitE/Macquarie Representative for
- A credit card OR Purchase Order to complete payment of fees.
- Go to the CBRE Suppler Landing Page <u>CBRE Supplier Compliance</u>
 Select Worker Management Icon



• The following screen will appear.

Select one of the following options: imes





o Select Existing Supplier

Select one of the following options: imes



• The Damstra Login page will display.

Email name@host.com Password	Sign in with your email and password		
name@host.com Password	Email		
Password	name@host.	com	
	Password		
Password	Password		
Forgot your password?	Forgot your pas	ssword?	
		Sign in	
e: :-		Sign in	

- Enter your email address & password to log in.
- o Click on the Mobilise an employee from the homepage or UI menu under Workforce Management.







DAMSTRA TECHNOLOGY

Page **27** of **28** ID: 14234 Version: 1.7 Revised: 30/06/23

```
www.damstratechnology.com | service@damstratechnology.com
```



- o Follow the onscreen instructions to Mobilise a New / Existing Employee
 - Choose the country from the Worksite dropdown list under CBRE/Macquarie.
 - Choose the Mobilisation type for the employee.

Note: Damstra will review the Employee registration and confirm approval or decline the registration

This process can take up to 24 hours

If approved

 the Employee/Worker will receive an email advising them of registration and a link to required training and/or inductions they need to complete.

If declined

 you will receive an email detailing reasons for decline and will need to repeat Step 3 for the Employee

Registered employees/workers need to complete their training and inductions within 14 days of receiving the email.