



# Employee and Workplace Relation Policy

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Our Vision is to transform tomorrow

To achieve this we are committed to:

- » Consulting with clients and stakeholders to fully understand their requirements and to meet or exceed their expectations;
- » Recognising that harmonious employee and workplace relations are fundamental in achieving excellence;
- » Complying with all relevant employee and industrial relations legislation through our systems and procedures;
- » Adopting an honest, fair, consistent and direct working approach to the management of all our employees that enables early identification and management of issues;
- » Ensuring that appropriately skilled, experienced and competent personnel are recruited, developed and supported throughout the life of our contracts;
- » Providing development opportunities including entry level programs and enhancing the leadership skills of all supervisory personnel;
- » Developing, implementing and continuously improving best practice HR initiatives to attract, engage and retain skilled and experienced personnel;
- » Providing a workplace that is free from discrimination, harassment, bullying and victimisation;
- » Actively participating in community relations initiatives, including local community employment and indigenous employment programs;
- » Actively seeking feedback from clients and stakeholders and addressing opportunities or areas for improvement and levels of satisfaction; and
- » Reviewing and revising our Employee and Workplace Relations Policy periodically to maintain relevance, effectiveness and appropriateness to our business.

**Greg Heylen**

Chief Executive Officer

November 2017

