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## **HUMAN RESOURCES MANAGEMENT POLICY**

### **Purpose**

strives to continually improve the quality of its productivity, performance and services to enable continued growth in a competitive industry.

The aim of this policy is to outline the businesses ongoing commitment to ensuring all practices are adhering to all relevant Industrial Relations (IR) Legislation and Code's of Practice. Outlining also who is responsible for this adherence and how the business will ensure employees.

Our goal is to have open and transparent processes in all aspects of our dealings with staff, suppliers and subcontractors, encompassing all issues pertaining to industrial relations. Effective client, people and project management is based on open, honest relationships and realistic negotiations that are beneficial to both parties. Continued commercially successful projects can only occur when our stakeholders are also successful in their personal endeavors and enterprises.

### **Scope**

This policy applies to all employees and contractors nationally.

### **Policy**

#### **Compliance Declaration**

The business declares that it will comply with all employment and legal obligations as pertained by the Fair Work Act and outlined in the National Employment Standards.

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## HR Objectives and Goals

aspires to eliminate lost time, down time and unproductive work practices that arise through grievances or disputes pertaining to industrial relations. We encourage proactive, two-way consultation between parties, with consideration of both parties' requirements, when faced with any issue relating to industrial relations. is committed to;

- Compliance with state and federal industrial relations legislative instruments, including the Fair Work Act 2010, the appropriate Modern Awards, Long Service Leave Act (relevant to each state); Income Tax Assessment Act 1997 (Cmth), Superannuation Guarantee (Administration) Act 1992(Cmth) and the Superannuation Guarantee Charge Act 1992 (Cmth), the Accident Compensation Act 1985 (Vic), the Equal Opportunity Act 1995 (Vic) and the Occupational Health and Safety Act 1985 (Vic).
- Maintaining an open relationship with our employees and any elected representatives, and with other interested parties as appropriate.
- Accepting that the properly held interests of our clients always prevail, and that accordingly it is the client who may, in some cases, determine actual industrial relations arrangements.
- Advising all clients of during the progress of the work, and within 24 hours of becoming aware, of any industrial relations or OH&S matter which may have an impact on the program, the principal contract and other related contracts or project costs. This includes contacting the CCCU as required.
- Respecting the national freedom of association laws as documented in Part XA of the Workplace Relations Act 1996. (Refer Section 2.6 as follows)
- Employment practices that ensure equal opportunity and shall not be discriminatory as per our Appropriate Workplace Behaviour Policy ([HR\\_POL01](#))
- will endeavour that employees and those applying for employment receive fair and equitable treatment. We are determined to provide a working environment free from discrimination or victimization in accordance with the principles espoused by our own policy and that of relevant legislation.

## Communication/Consultation/Unions

The business will strive to keep communication open regarding all IR/HR matters. Consultation will also be conducted if any major changes are to occur regarding projects or the business.

## Responsibilities

Each employee of the business will be responsible for ensuring their own conduct complies with this policy and will report any other employee who may be in breach of anything listed.

The owners of the business become the first and ultimate point of contact for all issues pertaining to industrial relations. Effective communication between all stakeholders and is a priority and is encouraged through open access to Directors via face-to-face meetings, electronic and written communications and telephone contact.

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Directors can be contacted by the following methods:

- Phone
- Email
- Post to

### **Industrial Relations Performance Tracking**

will track and monitor key performance indicators relating to Industrial Relations and Worker Productivity.

These KPI's may include;

- Tender Performance
  - On Time
  - On Budget
- IR impacts on Tender Performance
- Worker Productivity
  - Income per labour hour total
  - Income per labour hour on net profit
  - Average labour cost per hour

are committed to providing an efficient work environment that provides optimum opportunities for all workers and stakeholders and will develop strategies to continuously measure and improve on productivity performance.

### **Right of Entry**

acknowledges the right of entry to union officials who hold valid entry permits to enter their business for specific purposes;

- To investigate a suspected breach of the Fair Work Act 2009 (Cth) (FW Act) or a term of a fair work instrument such as a modern award or enterprise agreement and the suspected breach affects or relates to a member of the official's union who performs works on the site and the official's union is entitled to represent the member's interest.
  - To hold discussions with employees that the permit holder's union is entitled to represent, perform work on the site and wish to participate in these discussions
  - Perform inspections and other functions under OHS laws of a state or territory Before entering a site, the union official must;
    - Hold a valid federal permit and
    - Provide at least 24 hours written notice of entry unless entry is under an occupational health and safety (OHS) law.
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### **Freedom of Association**

acknowledges that employees and sub-contractors have a right to belong or not to belong to any industrial association they choose, without it affecting their employment. For employees “industrial association” generally refers to a union. This means that, all things being equal, an employee who is a member of a union (or other association) should not be treated less favourably than an employee who is not a member of a union. The reverse is also true.

### **Dispute Resolution and Grievance Procedure**

All parties are required to make every effort to resolve grievances or disputes with their employees and applicable parties at the appropriate level, in accordance with the ‘Communication/Grievance Procedure [PRO03](#).

The parties are committed to continue working towards the elimination of lost time through close consultation and cooperation with those directly affected, and through the effective operation of the procedure.

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