

# HUMAN RESOURCES POLICY

## Intent & Purpose

We regard our people as our most valuable resource and recognise that without our team Springmount Services cannot exist. Springmount Services believes in the requirement for ongoing training for our team members; and the provision of interactive workplaces where our personnel are respected and valued.

## Operation and Incidence

Our organisation works with our people to provide:

- Clear, documented job-specific roles, responsibilities, and delegations,
- Safe documented systems of work,
- Identification of training requirements and competency standards,
- In-house and external training as required for the job
- Management training,
- An annual review of competencies.

We will keep records of all employee activities relevant to statutory requirements and the quality management system. The following documents and procedures support the implementation of this policy:

- Roles, responsibilities, and delegations
- Individual job descriptions
- Induction
- Training and competency
- Training and competency planning records

## Subordinate documents

Nil

## RACI

Responsible	It is the responsibility of the GM Corporate Services to implement, maintain and communicate this policy.
Accountable	The final authority for this policy lies with the CEO.
Consulted	When making changes to this policy, a consultation should be carried out with the leadership team.
Informed	All changes to this policy should be communicated to all leaders.

***Breach of The Policy***

Breach of this policy may be regarded as misconduct, leading to disciplinary action which may result in termination of employment or engagement. An individual may also be exposed to criminal or civil liability for a breach of relevant legislation.