

EMPLOYMENT RELATIONS POLICY

Intent & Purpose

We regard our people as our most valuable resource and recognise that without our team Springmount Services cannot exist. It is our policy to respect the legislation, agreements and conventions we work under; and to provide an environment where our team members can freely ask questions of our processes and practices.

Operation and Incidence

This policy operates in conjunction with other policies and procedures including (but not limited to):

- Modern Slavery Policy
- Affirmative Action Policy
- Equal Employment Opportunity Policy
- Parental Leave Policy
- Aboriginal and Torres Strait Islander People Employment Policy
- Reward and Recognition Policy
- Learning and Development Policy.

Principles

- We keep abreast of all relevant legislation agreements and conventions
- We are members of relevant associations, which keep our information flow updated and current
- We recognise we are required to comply with all applicable awards, agreements, legislation, and regulations and we will take all reasonable measures to ensure that such compliance is met
- We encourage an environment where team members feel free to ask questions about their working conditions and we will be honest and accurate in our responses
- We recognise that employees have the right to be represented when raising grievances, or when subject to performance/conduct management, and we will facilitate such representation in a positive and constructive way
- We support an environment which fosters optimum performance from all employees - at all levels.

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.