	MANAGEMENT SYSTEM	Manual	WHS
		Title	Workplace Employment Policy
		Procedure No	ADVCWEP100913
		Authorised By	Director
		Issue Date	25/03/13
		Review Date	25/3/15

COMPANY POLICY AND COMMITMENT

1. EMPLOYMENT

It is the policy of Advanced Roof Systems Pty Ltd to:-

- a) Ensure selection of personnel for employment at the Company shall take place with a non-discriminatory/equal opportunity approach using selection processes for employment based on the ability to fulfill the job criteria based on training, experience and proven ability to perform the requirements of the position to be filled and not on sex, pregnancy, race or ethno-religious background, marital status, disability, homosexuality, transgender or age.
- b) Achieve a non-smoking work environment by following the Commonwealth and State Government's guidelines and recommendations which includes advising existing Employees where to obtain professional advice about coping without cigarettes and quitting the habit and informing new Employees of the non-smoking policy when applying for the job.
- c) Ensure that any Employee who suffers from a serious or debilitating workplace injury or illness has access to a rehabilitation program to enable that Employee to return to work as soon as possible and that the rehabilitation process is commenced as soon as is commenced as soon as possible after an injury in a manner that will not be detrimental to an injured Employee and be consistent with the medical advice given and wherever possible, provide alternative duties as part of the rehabilitation process with consideration for any partial disability.
- d) To Ensure that all Employees are paid and receive all other conditions and entitlements in accord with the relevant Commonwealth and State Government's industrial relations and employment legislations and guidelines as a minimum and not participate in "all-in" and cash in-hand payments activities, payments for lost time due to strike action and recognition, co-operation with or deal in any way with any union where such union has no coverage of work.

2. ANTI-DISCRIMINATION / EQUAL OPPORTUNITY

- a) The Company shall comply with all Federal and State Laws pertaining to anti-discrimination and equal opportunity and to ensure that no direct or indirect discrimination, harassment or bullying occurs in the workplace.
- b) The Company shall ensure all Employees, Supervisors and Managers take a non-discriminatory / equal opportunity approach in matters of employment.
- c) No Employee at any level may be discriminated against, harassed, bullied or treated unfairly on the grounds of


<ul style="list-style-type: none"> • Sex • Race or ethno-religious background • Disability • Transgender 	<ul style="list-style-type: none"> • Pregnancy • Marital status • Homosexuality • Age
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3. INDUSTRIAL RELATIONS

It is the policy of Advanced Roof Systems Pty Ltd to:

- a) Maintain a fair and effective program in Industrial Relations Management having in mind the obligations imposed by the various Commonwealth and State Acts and Regulations related to Industrial Relations and in particular to those regarding
 - Work Health and Safety
 - Workplace Injury Management
 - Workers Compensation
- b) Continually Identify issues of importance to the firm and to its employees, and to develop appropriate responses.
- c) Achieve, through workplace reform, continual monitoring and training initiatives an environment that is conducive to a safe, efficient and productive workforce.
- d) Maintain the reform processes and work, change practices designed to improve the relationship between employees and the management of the Company.
- e) Respond to issues raised by Employees or identified by any member of management.
- f) Identify the processes prior to entering into contract with them
- g) Co-operate with the safety management processes at the places of work sites at which the Company is deployed.
- h) To hold regular briefing sessions for Employees and Company management to report on the activities of the firm, to describe its expectations and to seek views on ways to improve the performance of the Company in all aspects of its operation.

Think Safe Be Safe

	<p style="text-align: center;">MANAGEMENT SYSTEM</p>	Manual	WHS
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4. WORKPLACE CONSULTATION

- a) It is the policy of the Company to ensure the Health, Safety and Welfare of all Employees and to encourage participation through Workplace Consultation regarding all safety issues in accordance with the Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) and supported by Codes of Practice.
- b) This shall be achieved through the WHS Committees and WHS Representatives.
- c) The Company shall consult with its Employees in relation to such decisions as:-
 - Changing work systems or practices
 - Purchasing new plant and substances
 - Undertaking risk assessment
 - Training requirements
 - Introducing risk control measures
- d) This shall be to provide Employees with relevant information to enable them the opportunity to express their views.
- e) The Company shall allow sufficient time for the Employees to consider this information and respond, and the Employees views shall be valued and taken into account by the Company.

5. GRIEVANCES

- a) The Company shall encourage all Employees to report to management any grievance that they have in relation to their working environment.
- b) A grievance can be any of the following but not limited to:-
 - Anti-Discrimination/Equal Opportunity
 - Any other work related issues
 - Bullying
 - Drugs and Alcohol
 - Fatigue
 - Noise Management
 - Sexual Harassment
 - Violence in the Workplace
 - Workplace Consultation

6. CONFIDENTIALITY

When addressing any issues in relation to this policy all parties should be sensitive to an individual's right to confidentiality, privacy and dignity. However in certain instances where the employee is aged less than eighteen years, the parent/guardian may also need to be involved.

This policy will be reviewed by the employer representative every two years or sooner if required

Marshall Stirling
Director
Advanced Roof Systems Pty Ltd
November 2013