

HR01

Human Resources and Equal Opportunity Policy

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Introduction & General Statement of Policy

Purpose

The purpose of this policy is to outline Recycal's commitment to creating a positive, equitable environment in which all employees are treated fairly.

Scope

This procedure is relevant to all employees and contractors of Recycal.

General Statement

Recycal has adopted a proactive approach to human resources, industrial relations and equal opportunity in an effort to provide a harmonious work environment, which will in turn extend to providing a successful service to our customers.

Commitments

Recycal will:

- comply with all employee working conditions, rights and obligations as per the relevant Award, Fair Work, employment and related legal obligations
- provide adequate human resources through suitably trained, competent and experienced employees and/or contractors and volunteers
- give every employee fair access to all workplace opportunities and benefits
- fairly recruit new employees on the basis of their merit so that the best candidate for the job will get the job
- not discriminate against employees or job candidates who have either a temporary or permanent physical, intellectual or psychiatric disability or illness
- maximise the opportunities for people from diverse cultural and social backgrounds and those with a range of life experiences to participate in the organisation's growth at all levels of the business
- maintain open relationships with employees, any elected workplace representatives and other interested parties
- respect the legal rights of employees regarding freedom of association
- ensure that all industrial relations issues or employee grievances are treated seriously and are managed in line with documented issue resolution procedures.

Minimum Standards

Recycal aims to create a positive and equitable work environment in which all staff are treated fairly and with respect and are supported in realising their full potential. We therefore shall make fair, non-discriminatory decisions about everything regarding work, including:

- training and development opportunities
- promotion opportunities
- work allocation, shifts, rosters, hours of work and overtime
- salary levels and packages
- all types of leave arrangements, including pregnancy arrangements and maternity and parental leave
- performance assessment
- disciplinary procedures
- restructuring

Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Recycal.

Legislation

- a) Fair Work Act 2009 (Commonwealth)
- b) Fair Work Regulations 2009 (Commonwealth)
- c) National Employment Standards (NES) 2023
- d) Privacy Act 1988 (Commonwealth)
- e) Australian Human Rights Commission Act 1986 (Commonwealth)
- f) Age Discrimination Act 2004 (Commonwealth)
- g) Disability Discrimination Act 1992 (Commonwealth)
- h) Racial Discrimination Act 1975 (Commonwealth)
- i) Sex Discrimination Act 1984 (Commonwealth)
- j) Workplace Gender Equality Act 2012 (Commonwealth)



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Date: 21st July 2023



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