

**INDUSTRIAL RELATIONS MANAGEMENT POLICY**

**POLICY STATEMENT**

HDSA Group declares that it will comply with all employment and legal obligations including but not limited to:

- Payment of remuneration and allowances to all employees
- Annual leave and personal leave entitlements
- Long service leave payment scheme registration
- Workers compensation insurance
- Superannuation fund membership and contributions
- Any over award payments that may occur
- Equal employment opportunity for all employees and potential employees
- Discrimination and Harassment legislation

**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 Operations Manager will be responsible for the ongoing adherence to all of the obligations listed above, and provide advice when necessary.

The Managing Director of the business will also be responsible for ensuring an overall compliance from the Operations Manager, all employees and sub contractors.

**SUBCONTRACTORS**

Prior to any payment being made, sub-contractors must issue the business a 'Sub-contractors Statement' which outlines their compliance. Unless this is received the sub-contractor will not be allowed to enter the site and no payment will be made.

Further to the above; sub-contractors must be code compliant with the federal award to be considered for any project where federal funding makes up any part of the financing for that project.

**COMMUNICATION / CONSULTATION / UNIONS**

HDSA Group will strive to keep communication open regarding all IR matters. Consultation will also be conducted if any major changes are to occur regarding the project or the business.

This will occur on a day-to-day basis by the Operations Manager who visits site, and by scheduled 'Tool-Box Talks' that are held regularly.

All relevant paperwork from the union will be received before a union visit will be authorised. Once this has occurred, the visit will be communicated to all employees and a quiet place will be organised for the representative.

**IMPLEMENTATION and REVIEW**

Policy to be fully implemented by 22/01/2017

Policy to be reviewed on or by 22/01/2018

**AUTHORISED BY:**

Signed: 

**ANTHONY HOPEWELL**

**MANAGING DIRECTOR**

Date: 22/01/2017