

## Workplace employment policy

### EMPLOYMENT

It is the policy of Fortis Group Pty Ltd to;

- 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 fulfil 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.
- Achieve a non-smoking work environment by following the Commonwealth & State Governments guidelines and recommendations which includes advising existing Employees where to obtain professional advice about coping without cigarettes and quitting the habit and informing new Workers of the non-smoking policy when applying for the job.
- Ensure that any Worker who suffers from a serious or debilitating workplace injury or illness has access to a rehabilitation program to enable that Worker to return to work as soon as possible and that the rehabilitation process is commenced as soon as possible after an injury in a manner that will not be detrimental to an injured Worker 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.
- To ensure that all Workers are paid and receive all other conditions and entitlements in accord with the relevant Commonwealth and State Governments' industrial relations and employment legislation and guidelines as a minimum and not participate in 'all-in' and cash-in-hand payment 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.
- Provide a thorough Induction program at the commencement of employment to ensure that the new Worker is fully acquainted with Company policies, procedures, documentation and in particular is aware of the Company's Policies relating to Work Health & Safety, Quality Assurance and Environmental Management and their own responsibilities towards those policies as a Worker.

## ANTI-DISCRIMINATION/EQUAL OPPORTUNITY

- 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 or harassment occurs in the workplace.
- The Company shall ensure all Workers, Supervisors and Managers take a non-discriminatory/equal opportunity approach in matters of employment.
- No Worker may be discriminated against, harassed or treated unfairly on the grounds of:
  - Sex;
  - Race or ethno-religious background
  - Disability
  - Transgender
  - Pregnancy;
  - Marital status
  - Homosexuality
  - Age

## INDUSTRIAL RELATIONS

- It is the policy of Fortis Group Pty Ltd to;
- 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, in particular, those regarding;
  - Work Health & Safety;
  - Workplace Injury Management
  - Workers Compensation;
  - Environmental Management
- Continually identify issues of importance to the firm and to its Workers, and to develop appropriate responses.
- Achieve, through workplace reform, continual monitoring and training initiatives, an environment that is conducive to a safe, efficient and productive workforce.
- Maintain the reform processes and work, change practices designed to improve the relationship between Employees and the management of the Company.
- Respond to issues raised by Workers or identified by any member of management.
- Identify the expectations of Customers and Principals in regard to industrial relations processes prior to entering into contracts with them.
- Co-operate with the safety management processes at the place(s) of work sites at which the Company's is deployed.
- To hold regular briefing sessions for Workers 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 operations.

## WORKPLACE CONSULTATION

- It is the policy of Fortis Group Pty Ltd to ensure the Health, Safety and Welfare of all Workers and to encourage participation through Workplace Consultation regarding all safety issues in accordance with the applicable Federal, State or Territory Work Health & Safety Act and Regulations.
- This shall be achieved through the Health & Safety Committees and Health & Safety Representatives.
- The Company shall consult with its Workers and others in relation to such decisions as, changing work systems or practices, purchasing new plant and substances, undertaking risk assessment, training requirements or introducing risk control measures. This shall be to provide Workers with relevant information to enable them the opportunity to express their views.
- The Company shall allow sufficient time for the Workers to consider this information and respond and the Workers' views shall be valued and taken into account by the Company.

## GRIEVANCES

- To maintain a fair and effective program regarding Dispute Resolution with relation to environmental, work health & safety, quality and/or any other work-related issue, Fortis Group Pty Ltd shall encourage all Workers to report to management any grievance that they have in relation to their working environment.
- A grievance can be any of the following but not limited to:
  - Anti-Discrimination/Equal Opportunity;
  - Workplace Consultation
  - Bullying
  - Fatigue
  - WHS at the work site
  - Waste management
  - Any other work-related issues
  - Drugs & Alcohol;
  - Sexual harassment
  - Violence in the Workplace
  - Noise management
  - Environmental issues
  - Quality control
- To continually identify issues of importance to the firm and to its employees, and to develop appropriate responses and to achieve, through workplace reform, continual monitoring and training initiatives, an environment that is conducive to a an environmentally aware, safe, efficient and productive workforce the Company shall;
- Maintain the reform processes and work change practices designed to improve the relationship between employees and the management of this firm.
- Respond to on-site issues raised by Workers and Subcontractors or identified by Managers/Supervisors/Foremen or by any other member of management.

- Identify the expectations of Subcontractors and Customers, prior to entering into contracts with them.
- Co-operate with the safety management processes on the projects on which the Company's workforce is deployed.
- Hold regular briefing sessions for Workers, Subcontractors and site management to report on the activities of the firm, to describe its expectations and to seek their views on ways to improve the performance of the firm in all aspects of its operations.