

This policy relates to the following legislation:

Age Discrimination Act 2004 Cwth
Anti-Discrimination Act 2010 NT
Children's Protection Act 1993
Disability Discrimination Act 1992
Equal Opportunity Act 1984 (SA)
Equal Opportunity for Women in the Workplace Act 1999 Cwth
Fair Work Act 2009 Cwth
Fair Work Regulations 2009 Cwth
Fair Work Australia Rules 2010
National Employment Standards 2010
Privacy Act 1988
Racial Discrimination Act 1975 Cwth
Sex Discrimination Act 1984 Cwth
Workplace Health and Safety Act 2011

Purpose and scope

The Human Resources Policy describes the structure and components of Human Resources at GTNT in line with the relevant legislation to meet the needs of all stakeholders (including GTNT staff and Apprentices/Trainees).

Objectives

The objectives of the Human Resources Policy (and related procedures) are to:

- provide a standard reference for managers and employees in understanding their rights and carrying out their responsibilities
- encourage continuity and consistency in the administration and application of the Human Resource Policy
- provide direction and authority in the day-to-day administration of Human Resources

Responsibilities

Human Resources Manager

- Oversee processes for maintaining the Human Resource documents;
- Educate and inform staff to help contribute to the GTNT staff culture, which will contribute towards delivering the best service to our customers, and the endeavor to be an Employer of Choice;
- Ensure parity and consistency of human resources processes;
- Support the Senior Leadership Group in employee management in accordance with company policies, procedures and relevant legislative compliance requirements.

Senior Leadership Group

- Demonstrate positive attitudes toward the GTNT staff culture.
- Drive the GTNT Staff Values and Employer of Choice strategies within departments to align with this policy.
- Managers hold positions of responsibility in the organisation and, as such, they are required to ensure that all reasonable steps have been taken to uphold all of these objectives.
- Management will demonstrate appropriate behaviour in relation to these objectives.

Managers

- Coordinators are required to implement agreed strategies to promote each of these objectives.
- Coordinators are responsible for ensuring all staff is aware of the policy and related procedures for each of these objectives.
- Coordinators are to demonstrate appropriate behaviour.

Employees

- Embrace and encourage the GTNT staff culture to others in the workplace.
- Follow requirements of the Code of Conduct and other HR documents to ensure consistency of approach to all stakeholders.
- All staff have a responsibility to actively embody all aspects required within these objectives.
- All employees are encouraged to report any breaches of the objectives set within this policy.

GTNT has a commitment to, and aims to ensure that all aspects are met in the following areas:

Bullying and Harassment

As reflected in the Bullying and Harassment Procedure (HA002), GTNT understands the need to discourage any form of bullying or harassment and to support stakeholders whom have been subjected to these behavioural traits.

Access and Equity

As reflected in the Access and Equity Procedure (HA003), GTNT understands the requirements of a workplace to consider all aspects of access and equity to encourage and embrace stakeholders from various backgrounds and minority groups.

Working with Children

GTNT works with many clients that are under the age of 18 and understands the importance of ensuring that all staff meet the requirements of the NT Governments Working with Children Clearance Notice and Ochre Card. This is reflected in more detail in the Working with Children Procedure (HA005).

The Human Resources Policy references the procedures below that provide a strong and consistent approach to Human Resource Management:

Engagement

Recruitment and Selection

The Recruitment and Selection process has been designed to provide a flexible framework, which promotes best practice, adopts a proactive approach to equality and diversity issues and supports the company's business activities.

Induction

A supportive and effective induction program welcomes newly appointed employees and accelerates a sense of acceptance and belonging to the organization. Inductions deliver key information about the organisational culture, values and policy settings to guide responsible and appropriate behaviour and decision making.

GTNT induction system is carried out by undertaking Human Resources Sign-ups, Business Unit Inductions and Company Inductions.

Ethics & Behavior

Code of Conduct

The Code of Conduct defines the standards of ethical and professional conduct that are required of all employees working at GTNT in any capacity.

The Code of Conduct assist with building a positive workplace culture based on our core Company Values.

Company Values

The Company Values works alongside the Code of Conduct and is held in high regard. All employees are expected to meet the Company Values which fosters a culture of being accountable, working together as a team, respecting everyone, providing customer service excellence and being safe.

Donations and Acceptance of Gifts

To apply clarity and consistency for acceptance of gifts and donations (including fundraising).

Retention

Employer of Choice

The Employer of Choice strategy for GTNT is to:

- Create a strong employment brand;
- Provide opportunities for skill and knowledge development;
- Foster recruitment practices to attract, screen and on-board staff; and
- Promote a culture of safety and well-being.

Training & Development

GTNT supports the development and growth of its employees. GTNT's procedure for training and development is to promote positional growth or progression into a desired career pathway within the company. The procedure is aimed at supporting and investing in staff for long-term retention and increasing versatile skilled employees within GTNT. This is also supported through the performance appraisal process to initiate development and career pathway discussions through the appraisal review system.

Well-being Allowance

The company recognised that the health and general well-being of staff is of prime importance to the operation of the Company. The aim of the Health and Well-being procedure is to encourage staff to actively engage in pursuits that will improve their health and general well-being.

Salary Level Criteria

The salary level criteria procedure acts as a guidance tool to assess position salary levels, identify inherent requirements and responsibility. The guide provides a generalised overview of each level and does not provide detail for each position within GTNT; this further detail is found within each individual Functional Statement.

Flexible Working Arrangements

GTNT is committed to providing a work environment in which employees can achieve a balance between their work and outside interests.

The Company recognises that at different life stages, employees may seek to balance their work and outside interests (eg. study, family, community involvement) by using flexible work arrangements. We recognise that over the life course, those interests may vary, and the type of flexibility desired may also vary. We are committed to reasonably accommodating an employee's need for flexibility, subject to reasonable business needs.

Grievances

To state a clear and fair process for staff to raise a grievance, and to identify the member of staff responsible for settling the grievance. This is done in line with legislation such as the *Whistleblower's Protection Act 2001*.

Exit

The Exiting Employees Procedure outlines the staff requirements and obligations when preparing to terminate employment with GTNT. This process will enable continuous improvement across the company by:

- Benefiting from employee feedback
- Improve efficiency
- Improve management departmental systems and resources

Monitoring and review

This policy is reviewed on an annual basis by the Senior Leadership Team.

This policy is also updated as needed in line with changes to legislation that are directly relevant to this policy.

Human Resources Policy (HU)



Authorised by

This policy seeks advice for any changes from the Human Resources Manager.

This policy is authorised by the Senior Leadership Team and is endorsed by the CEO.

<i>This policy relates to the following procedures:</i>	All procedures containing a code preceded with (HU)
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