

## EMPLOYEE RELATIONS

HDS Australia Pty Ltd recognises that we depend upon the capability, dedication, diligence and productivity of our employees (and also those of our sub consultants) and to this end will provide a safe, harmonious and productive workplace. As a responsible employer, we will provide conditions that encompass fairness, equity and safety.

Separate policies are in place for:

- Quality
- Workplace Health and Safety
- Environment
- Privacy
- Pandemic

The focus of this policy is on employee relations.

HDS Australia will:

- Comply with relevant industrial, equal opportunity and employment laws, industrial agreements and other obligations placed upon the company;
- Promote open and effective communication between employees at all levels;
- Resolve disputes equitably and efficiently;
- Provide fair and reasonable management of industrial issues;
- Apply all policies and procedures in an equitable and fair manner regardless of position;
- Provide a work environment which is conducive to providing a work life balance to encourage employees to remain with the company;
- Maintain an open relationship with our employees and any elected representatives together with other relevant and interested parties;
- Respect the legal rights of employees in regard to freedom of association and their entitlement to representation in accordance with awards and agreements;
- Establish employment conditions and a workplace that is free of prejudice and bias;
- Expect any subcontractors and suppliers to comply with applicable awards, agreements and the law;
- Provide clear direction to staff and provide feedback on their performance; and
- Encourage and support the development of staff.

## Procedures

HDS Australia procedures will include the following

- Provision of briefing sessions for all staff on a regular basis and for any major issue with the opportunity for questions, discussion and input
- Provision of a position description that outlines the role and responsibilities of the position
- Establishment of performance objectives in consultation with individual staff, then review of performance and provision of feedback on a regular basis
- Preparation of an annual staff training and development plan for each staff member
- Where an employee notifies the company verbally or in writing of a grievance, discussions will be held between the employee (and representative if required by the employee) and a supervisor in the first instance. If the matter is not resolved then the employee (and representative if applicable), confer with the appropriate Business Manager. If the matter is still not resolved, then a joint meeting will be held with the Managing Director.
- HDS Australia sub consultant agreements will include a requirement to comply with applicable awards, agreements and the law. Sub consultants not previously used by the company will be assessed having regard to their performance record, financial adequacy and compliance with industrial relations laws and obligations.

Employee issues, resolution of grievances and the maintenance of a harmonious workplace are the responsibility of the Managing Director



**DANIEL AHRENS**  
Managing Director



**SIMON CHARTIER**  
Operations Manager