



EMPLOYEE RELATIONS POLICY

Budget Workforce employees are our most important assets. We recognise that effective employee relations are vital to the success of our business. We are committed to promoting and supporting strong relationships based on trust and mutual respect.

Our goal is to create a culture of strong employee relations across our entire business. We do this through engaging with our employees, and encouraging them to engage with each other and us, in a way that is respectful, ethical open and transparent.

If you are unsure about your obligations, speak to your manager. Failure to comply with these documents will be grounds for disciplinary action to be taken, including potentially dismissal.

All staff members are responsible for developing and maintaining strong relationships with the people in our businesses. We therefore expect employees to always behave in a manner consistent with this policy. We also expect our Managers and Supervisors to actively participate in the resolution of disputes between employees and host employers.

Our commitment to employee relations is based on the following principles:

Compliance

Ensure that all activities you engage in are legal and performed in a safe manner. When engaging in activities at one of our client's sites, always comply with our client's requirements.

Communication

Promote effective communication by sharing information openly and honestly with each other, engaging in respectful conversation and listening to others. If any safety issues arise, they are to be communicated immediately to Budget Workforce.

Respect

Always treat people respectfully and equitably, considering their individual needs, similarities and differences. Budget Workforce will not accept bullying behaviour.

Integrity

Exercise transparency, integrity and honesty in everything you do.

Ensuring our workplace is an enjoyable, satisfying place to work can only be achieved by all staff members committing to actively promoting our policies.

Signed:

Harjinder Singh
Managing Director
Budget Workforce Pty Ltd
Date: 1st February 2021