

Purpose

This Policy exists to establish the requirements for compliance to the National Employment Standards (NES) set out by Fairwork Australia and relevant modern awards required to be met by Omni-Com.

This policy applies to all employees and contractors that operate on or for Omni-Com.

Commitment

Omni-Com Management is committed to:

- **Human Resources and Workplace Bullying**
 - Ensuring a safe workplace free from harassment, bullying and discrimination of any sort.
 - Development of an employee-orientated company culture based around
 - Quality
 - High Performance
 - Continuous Improvement
 - Personal Ongoing Development
 - Accountability
 - Ensure that processes are adopted to lower or eliminate the risk of workplace bullying.
 - Educate staff to ensure that all are aware of their individual responsibilities in dealing with workplace bullying.
- **Diversity, Dignity Respect**
 - Employees, visitors and subcontractors have a process to raise and elevate complaints in relation to their employment and/or dealings with Omni-Com employees and subcontractors.
 - Promote a culture of inclusion and understanding among employees, visitors and Subcontractors.
 - Employing the best people to ensure culture is maintained and inclusive of all employees, religions, races, backgrounds and gender.
 - Employing new staff based of the ethos of equal opportunity for all staff
 - Inclusive inclusion of all staff regardless of:
 - Race
 - Gender
 - Language
 - Age
 - Sexual orientation
 - Socioeconomic status
 - Physical or mental abilities
 - Experience
 - Education
 - Religion
 - Offer inclusive practical approaches including but not limited to
 - Flexible working arrangements
 - Employee education assistance
 - Employee network and support
 - Open communications
 - Mentoring
 - Ensuring that all employees, visitors and subcontractors are treated with dignity and respect at all levels.
- **Anti-Slavery and Human Rights**
 - Minimising or eliminating dealings with businesses that are known to utilise slaves as labour in the supply chain.
 - Conduct business with reputable organisations that meet the basic human rights obligations and are not underpaying their workforce for commercial benefit.
- **Anti-Corruption, Bribery & Theft**
 - Ensure that Omni-Com and its employees operate within the appropriate Laws set out within Australia and the supply chain.
 - Set up methods of reporting for employees to report unethical or corrupt behaviour within the organisation.
 - Ensure that all staff are aware of their responsibilities in regards to behaviour interacting with the customers, suppliers and the general Public
 - Undertake electronic surveillance to protect employees and the Company from questionable activities.
- **Whistle-blowers**
 - Ensure a process for whistle-blowers to report any activities in a confidential and protected method.
 - Maintain an open door policy for employees that want to discuss matters of concern whilst maintaining strictest confidentiality at all times.

- Consultation
 - Ensure that consultation occurs at all levels throughout the Company as appropriate
 - Establish processes that allow WHS issues to be rectified with consultation with the staff at all levels of the business.
 - Promote a collaborative, problem solving approach to not disadvantage anyone throughout the process.
- Employee Assistance Program
 - Ensure that there is assistance available in the form of support to employees through programs such as an external EAP Provider and/or Mental Health First Aid Officer.
- Discipline
 - Establishing procedures to minimise the instances that disciplinary action needs to be undertaken.
 - Investigate breaches to Policies and Procedures in a timely manner.
 - Ensure a just culture model is adopted across Management and Supervisors.
 - Consult all parties and witnesses prior to action being taken as a result of a reported breach of company policy and/or procedure and appropriately investigate.

Responsibility

All

- Obey all relevant Legislation.
- Attend work and carry out all duties as per their contract of employment without knowingly contravening any Laws.
- Meet individual responsibilities to the Company.
- Not conflict with the Companies activities.
- Not to undertake any actions that may bring the Company into disrepute.
- Do not talk negatively or obscenely about other staff or Managers in the organisation.
- Undertake confidentiality in regards to events involving other staff.
- Not victimise other staff members that are involved in active investigations or in the course of undertaking duties.
- Minimise the risks to other employees, Management or the general public.
- Report and engage in issues identified across the Company.
- Provide constructive feedback to requests for information from Mangers and Senior Management.

Managers and Supervisors

- Investigate breaches in a timely manner ensuring that employees are disciplined (where appropriate) based on just culture methodology.
- Assessment of the seriousness of the behaviour of the employee upon report of the breach.

Directors and Senior Management Group

- Set out the expectations ensuring all employees are inducted knowing the expectations and requirements of their role
- Ensure appropriate Management staff members are employed to monitor and influence the workforce.
- Ensure Management compliance to workplace industrial relation laws.
- HR Manager and authorised persons to issue written warnings to employees based on relevant justifications.
- Ensure the classification of Gross Misconduct and termination conditions are stated.
- Ensure process and programs are set out for the employee collective.
- Ensure consultation with the employee collective is undertaken in all matters relating to change of process and WHS issues across the company as appropriate.

Legal Requirements

- Work Health and Safety Laws
 - Omni-Com will ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertakings.
- Fair work Laws
 - Undertake business in line with the National employment standard and pay rates as per the national awards system, enterprise bargaining agreement or individual company negotiated agreement.

Failure to Comply

Failure to comply with the Omni-Com policy will result in investigation and potential disciplinary actions being taken against the individual(s) and/or Company identified during the investigation process.

The Omni-Com Disciplinary Procedure is to be referenced for more information on process and potential actions to be taken against an Individual(s) or a company.

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