

POLICY STATEMENT

SKG Services is committed to providing a harmonious place of work for all of our employees, within the bounds of the applicable Awards and/or Individual or Collective Agreements.

DEFINITIONS

‘Clients’ includes all customers, whether internal or external.

‘Nominated contractors’ are those whose contracts necessitate their working at SKG Services sites, using SKG Services facilities and operating in a similar manner to staff.

AIMS AND OBJECTIVES

SKG Services key industrial relations objectives:

- Ensure compliance with Awards and where applicable, Collective or Industrial Agreements;
- Promote open and effective communication between employees at all levels and resolve disputes quickly and efficiently;
- Apply all policies and procedures in an equitable and fair manner, regardless of position;
- Provide a work environment which is conducive to keeping employees content and achieving our operational goals;
- Maintain an open relationship with our employees and any elected representatives on a project bases together with any other interested parties

SKG Services must continually improve the quality of our service, productivity and performance to succeed in an open, competitive market. The identification, minimisation, management and resolution of issues, which have an industrial relations impact, are crucial to that goal.

Philosophically, we believe that effective management of people through open and honest relationships between managers and employees (and their unions) can facilitate the attainment of positive industrial relations outcomes and consequently produce commercially successful results.

A major aspiration of SKG Services is to eliminate lost time and/or production down time arising out of disputes or grievances pertaining to industrial relations. It is to this end that we encourage a cooperative, consultative approach in order to achieve satisfactory resolution to such issues.

Compliance with industrial instruments

SKG Services undertakes to comply with all relevant awards and legislative requirements.

This encompasses the Workplace Relations Act 1996, the Modern Awards 2010, the Income Tax Assessment Act 1997, Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992, the Accident Compensation Act 1985, the Equal Opportunity Act 1995 and the Occupational Health and Safety Act 1985.

Industrial impacts

The clients of SKG Services shall be advised during the progress of the work, and at the earliest opportunity, of any industrial relations or OH&S matter, which may have any impact on the contract.

Freedom of Association

SKG Services is determined to respect the national freedom of association laws as documented in Part XA of the Workplace Relations Act 1996. Employees and sub-contractors have a right to belong or not to belong to any industrial association they choose, without it affecting their employment.

For employees “industrial association” generally refers to a union.

This means that, all things being equal, an employee who is a member of a union (or other association) should not be treated less favourably than an employee who is not a member of a union. The reverse is also true.

Equal opportunity – refer also to SKG Services policies:

- Equal Employment Opportunity and Affirmative Action Policy
- Respect for Diversity Policy

Employment practices shall ensure equal opportunity and shall not be discriminatory. Unfair discrimination and sexual harassment is prohibited by the Equal Opportunity Act 1995 and three Federal Acts; the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992.

SKG Services will make sure that employees and those applying for employment receive fair and equitable treatment. SKG Services is determined to provide a working environment free from discrimination or victimisation in accordance with the principles espoused by the above-mentioned Acts of Parliament.

Sub-contractors

Ensuring that all contractors working for SKG Services comply with applicable awards and statutory requirements. We are committed to achieving industrial peace and harmony on our sites and to this end will ensure that our sub-contractors are companies with a reliable track record in industrial relations.

This will be determined via thorough industry reference checks with previous clients and head contractors. Interviews with potentially successful contractors will be tailored to eliciting their attitudes and policies towards industrial relations.

Copies of any industrial instruments, which the contractors may be bound by, will be asked to be made available for scrutiny to determine whether a culture of industrial co-operation is affirmed and advocated in these documents.

Dispute Resolution and Grievance Procedure

All parties are required to make every effort to resolve grievances or disputes with their employees and applicable unions at the enterprise level, in accordance with the procedure outlined in the relevant award or workplace arrangement.

The parties are committed to continue working towards the elimination of lost time through close consultation and cooperation with those directly affected, and through the effective operation of these Grievance/Disputes Settlement Procedures.