

POLICY

Industrial relations

We're committed to providing and preserving a harmonious place of work for all our workers within the bounds of the applicable industrial relations instruments, including agreements and awards, and where all levels of management are focused on ensuring that all work is carried out with minimal disruption and with maintained industrial harmony.

We support and facilitate an inclusive environment that embraces all that makes us different and recognises the benefits that these differences make. These differences can include gender, age, ethnicity, religious or cultural background, disability, marital or family status, sexual orientation, gender identity and other areas of potential difference.

We recognise diversity as one of our most important resources. We believe that diversity in our workforce helps us:

- Ensure a safe, healthy and harmonious working environment for all employees
- Comply with all applicable industrial laws, regulations, statutory obligations, award, agreements and National and State codes of practice and guidelines
- Respect an individual's right to choose how they wish to be represented in the workplace
- Promote open and effective communication between workers at all levels and resolve disputes quickly and efficiently
- Monitor industrial relations performance and activities of subcontractors and maintain effective communication with them while recognising their right to have their own industrial relations policies and arrangements. We'll occasionally request that subcontractors provide evidence of compliance with relevant Industrial Relations practices
- Hold regular workforce briefings on business changes and developments
- Hold workforce briefings on task-specific activities such as projects and/or changes to Occupational Health and safety or Environmental requirements. These briefings may be captured in tool-box style meetings
- Seek to maintain a workplace where the Company's values are maintained and where everyone is treated with respect and in a fair manner when differences of opinion or grievances are raised
- Resolve any grievances as early as possible, and
- Ensure that unresolved grievances are referred up to the line of management, seeking expert assistance and advice as necessary to resolve the grievance.

We seek the cooperation from all employees in the realising our Industrial Relation Objectives and obligations. All parties will be advised of agreed changes and the arrangements for their implementation.

We'll regularly review the business policies, procedures, processes and performance, and identify and implement required corrective and preventive action, within an overall philosophy of continuous improvement.

Our directors work in the business on a day-to-day basis. As such, they become the first and ultimate contact for all issues pertaining to industrial relations. Effective communication between all stakeholders is a priority and is encouraged through open access to Directors via face-to-face meetings, electronic and written communications or telephone contact.

Directors may be contacted by the following methods:

Phone: 07 3180 3560

Email: enquiries@fitoutandrefurb.com.au

Address: Units 15 E&F, 10 Old Chatswood Rd, Springwood, QLD 4127

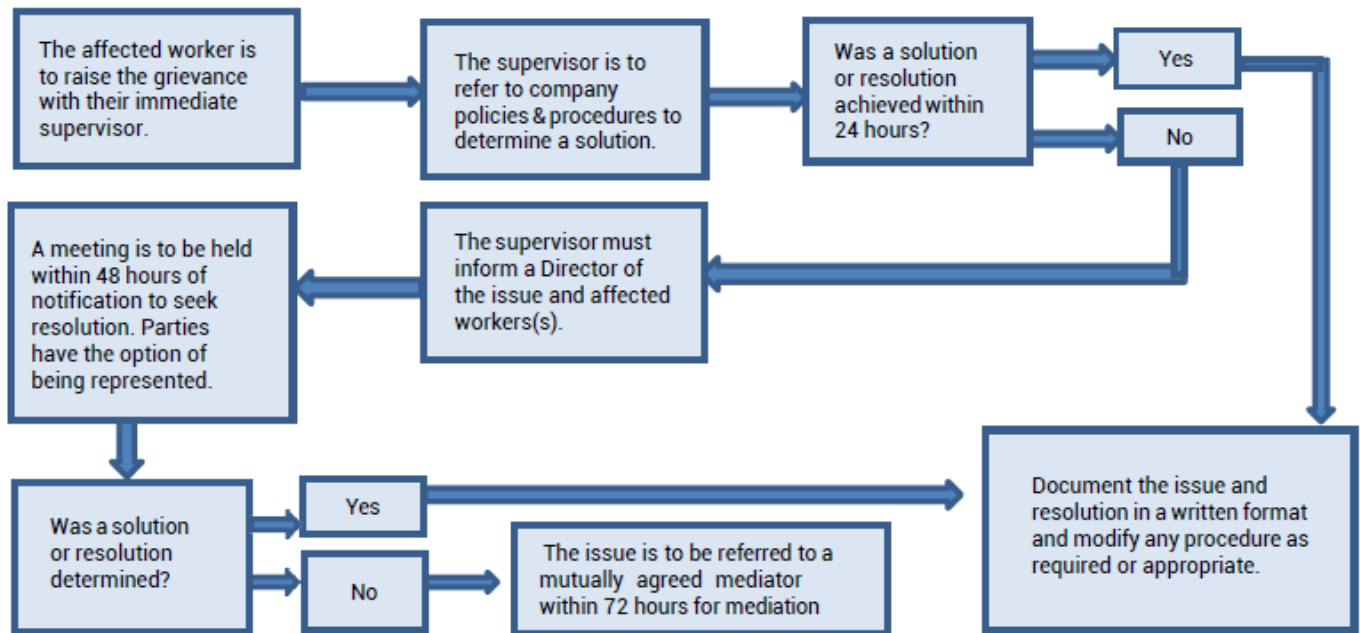
Committed to it!

FARA

DISPUTE SETTLEMENT

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

The parties are committed to continuing to work towards eliminating lost time through close consultation and cooperation with those directly affected and through the effective operation of the grievance/dispute procedures outlined below.



Where required by legislation or when a project warrants such due to its size or complexity, we'll develop and track an Industrial Relations Management Guide that identifies industrial relations issues relevant to commercial fitout and detail specific actions for occurrences of grievance disputes, site issues or any other unforeseen action that may impact productivity. Where we aren't the Principal Contractor, the parties to the dispute shall involve the principal contractor.

Chris Jones
Director

Warrin Orman
Director

Policy **HR POL 011** / Issued **26 July 2024** / Review **Annual**

Committed to it!