



1.4 HUMAN RESOURCE POLICY

QANTAC Pty Ltd. is committed to establishing and maintaining a Human Resource Management System that creates a fair and productive work environment steered by an engaged and harmonious management culture so as to provide a platform for employees to flourish and excel in the delivery of quality products and services.

Management is therefore committed to action which ensures the effective Recruitment, Selection, Induction, Training and Performance Management of its employees.

We will do this by:

- Developing and implementing a comprehensive and effective Human Resources Manual that will guide our daily workplace relations.
- Ensuring policies and procedures are aligned with statutory and legislative requirements of relevant legislation by basing our workplace relations on the principles and recommendations of the Fair Work Ombudsman.
- Providing a workplace that is safe, positive and free from harassment, bullying and discrimination;
- Ensure employees are informed of rights, obligations, expectations, conditions and change with transparency and integrity;
- Utilise recruitment processes that are effective in assembling people with the right mix of skills, knowledge and attitude to form high performing and self-motivated teams of professionals;
- To provide where possible opportunities for indigenous & minority peoples to gain employment,
- Manage performance and underperformance according to industry best practices with the view to developing employees to their fullest potential as reasonably practical.
- Reward, recognise achievement, provide incentive, challenge, train, upskill and motivate our people to encourage them to continually improve and develop in their professional performance.

Graham Cleary
Managing Director
QANTAC Pty Ltd.



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