

## 1. OBJECTIVE

Southern Ports is committed to providing Human Resources practices that support the needs of each employee with the needs of Southern Ports.

## 2. SCOPE

This policy is relevant to the life cycle events for all employees engaged by Southern Ports in Albany, Bunbury, Esperance and Perth for the purpose of delivering Southern Ports objectives.

## 3. POLICY STATEMENT

Southern Ports will:

- Attract, skills and expertise in line with business requirements and cultural fit to further the business;
- Create a motivating, engaging, fair and transparent culture where individual concerns will be addressed safely and confidentially;
- Implement fair and contemporary employment conditions in line with employment law and the Public Sector Commission requirement applicable to Southern Ports;
- Offer equal employment opportunities which promote equity and diversity;
- Implement performance management, personal development and professional training in line with business requirements;
- Identify and manage Human Resources risks;
- Provide resources, training and support to meet Human Resources objectives;
- Set and review Human Resources targets in an endeavour to ensure continual improvement;
- Make this Policy accessible to all employees and interested third parties and update it to reflect changes impacting on the safety in our workplaces;
- Ensure this Policy is displayed, communicated, implemented and maintained; and
- Engage with employees, government, and other stakeholders on Human Resources matters and research potential innovations and efficiencies to actively reduce risk.

## 4. EFFECTIVE DATE

This Policy is effective from 17 May 2018.

## 5. RESPONSIBILITIES

The Chief Executive Officer and delegated employees of each Southern Ports site are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted biennially on the anniversary of the effective date of the Policy unless there is a material change which affects the intent of the Policy.

## 6. RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Southern Ports Code of Conduct
- *Port Authorities Act 1999 (WA)*
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Opportunity Act 1984 (WA)*
- *Fair Work Act 2009 (Cth)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Cth)*
- *Occupational Safety and Health Act 1984 (WA)*



Chair



Chief Executive Officer