



Industrial Relations Policy

This Industrial Relations Policy applies to all Employees of the business.

The objective of the policy is to outline our commitment to fostering positive relationships between the company and its employees.

The requirement is for all staff to comply with the Industrial Relations Policy.

Procedures (not required)

Purpose

The purpose of this policy is to outline Sydney Drafting Concepts and Designs's commitment to establishing and maintaining positive relationships between the company, its employees, trade unions, and other relevant stakeholders. This policy aims to ensure fair and equitable treatment of all employees, adherence to relevant legislation, and the promotion of a collaborative and harmonious work environment.

Objective

The objectives of this policy are:

1. To ensure compliance with all applicable federal and state industrial relations laws, regulations, and industrial instruments such as awards and enterprise agreements.
2. To promote open communication and consultation between management, employees, and their representatives.
3. To resolve workplace conflicts and disputes in a timely, fair, and transparent manner.
4. To maintain a productive and harmonious work environment through proactive engagement and cooperative problem-solving.

Policy Requirements

All employees, managers, and stakeholders are required to adhere to the following requirements:

- 1. Compliance with Legislation:**
 - a. Sydney Drafting Concepts and Designs is committed to complying with all relevant industrial relations legislation, including the *Fair Work Act 2009*, National Employment Standards, and relevant state laws.
 - b. Employees are entitled to the terms and conditions set out in applicable awards or enterprise agreements.
- 2. Communication and Consultation:**
 - a. Sydney Drafting Concepts and Designs encourages open communication and consultation with employees and their representatives, including trade unions, on matters affecting their employment, working conditions, and overall wellbeing.
 - b. Employees have the right to be represented by a trade union or other representative of their choice during discussions, negotiations, or disputes.
- 3. Dispute Resolution:**
 - a. Sydney Drafting Concepts and Designs is committed to resolving workplace disputes and conflicts in a fair, timely, and transparent manner, using internal and external dispute resolution processes.
 - b. Employees and their representatives should raise concerns, grievances, or disputes through the appropriate channels, as outlined in the company's Grievance and Dispute Resolution Policy.
- 4. Collective Bargaining:**



- a. Sydney Drafting Concepts and Designs respects employees' rights to engage in collective bargaining and will participate in good-faith negotiations with employees and their representatives.
 - b. All parties involved in collective bargaining are expected to act in a respectful and professional manner.
- 5. Freedom of Association:**
- a. Sydney Drafting Concepts and Designs acknowledges and respects employees' right to join or not join a trade union, and to participate in lawful industrial activities.
 - b. No employee will be discriminated against, disadvantaged, or subjected to any form of coercion or intimidation because of their involvement or non-involvement in a trade union or industrial activities.

Employees, managers, and stakeholders who do not comply with this Industrial Relations Policy may be subject to corrective action, up to and including termination of employment or contractual relationships. If you have any questions or concerns about this policy, please consult with your supervisor or Human Resources for clarification.

The Director is responsible for communicating the Industrial Relations Policy to all persons working for or on behalf of the organisation and making it available to interested parties.