

# BUILDABILITY GROUP WORKERS HANDBOOK



## INTRODUCTION

Buildability Group has combined the two directors' construction and recruitment industry knowledge, of over 34 years collectively, to create a service that focuses on insight, knowledge and relationships with some of the biggest names in the industry. Buildability Group offers a comprehensive recruitment and Labour Hire service including both Construction and Engineering professionals and Trades and Labour Hire. Guidelines listed below are for your benefit to better understand the system and your obligations as a worker of Buildability Group.

Take your time to read the guidelines to help you follow the protocol and comply with Buildability Group rules at all times.

## GUIDELINES

### HOW DO I GET THE JOB OFFER?

Once you have an interview and your references have been checked, you will be placed on our database. Once there is a role available, a member of the recruitment team will review the list of your skills and previous experience and evaluate your suitability for the job. If your skills and experiences comply with the client's requirements, we will call to offer you the job.

### HOW LONG DOES THE JOB LAST?

Work available through Buildability Group is under casual basis. The demand for workers depends on our client's needs. Buildability Group cannot guarantee the duration of any work assignment.

### WHAT HAPPENS IF I ACCEPT THE JOB OFFER?

It entirely depends on you whether to accept it or decline the position. If you decided to accept the job, it is your responsibility to comply with the terms and conditions and fulfil requirements of the client. **Once you have accepted the job offer it is your responsibility to confirm by replying to the job text message that you will be present at the jobsite on time.** If you confirm to us and fail to appear at the project, we will consider you as having little or no interest in a future position, which will result in zero future job opportunities.

### DO I HAVE TO POSSESS A SPECIAL LICENSE OR TICKETS ETC?

A number of roles that Buildability Group provides require certain Licenses to perform specific tasks. You will be informed of the correct valid licenses / tickets you will need in order to be given that job. If you fail to provide the inductee with a white card / valid licenses / tickets then the client has a right to ask you to leave the site without pay.

We will ask you to provide us with a copy of your current white card / valid licenses / tickets when you register with Buildability Group as we require copies for our records.

### ATTENDANCE

As a worker, you are expected to arrive on site 15 minutes prior to the scheduled start time. If there is a certain reason you are not able to come to work, it is essential that you call to advise your site supervisor and Buildability Group as soon as possible or at least **ONE** hour prior to commencement of work. Early notification will help us to find other personnel to replace yourself ASAP which will leave the client satisfied and will distinguish you as an honest and reliable worker. **If you fail to inform Buildability Group in regard to your absence at least ONE hour prior to start time, then we will deduct 4 hours from any pay that you may have occurred from that week.**

### **ARRIVING ON TIME**

When accepting a role, you must commit to showing up to the project on time. If this is your first time to a job site, you are expected to be there at least **15 minutes** prior to commencement of work. Should you have any problems with finding the site, it is your responsibility to contact the recruitment consultant who placed you in the role for directions as soon as possible.

### **PUNCTUALITY**

If you are running late, it is your responsibility to contact the Site Supervisor and Labour Allocator and inform them. Make sure you give a realistic time of arrival, failure to inform the above contacts will be considered as an act of Gross Misconduct and you will be relieved from your duties immediately.

### **TIMESHEETS**

All workers are required to complete an **online** timesheet. It is your responsibility to check your hours with the site manager each day, to avoid your timesheet being rejected instead of approved. A separate timesheet must be used for each week and a separate timesheet for each client. The timesheet can be accessed online on **buildabilitygroup.astutepayroll.com** or by clicking on the timesheet link on our website.

**If the timesheet is completed incorrectly or after the Monday Midday Deadline, your payment for that week's work may rollover to the next week's pay run.**

### **WHEN SHOULD I PROVIDE THE AGENCY WITH THE TIMESHEET?**

The timesheets need to be completed daily and should be sent for authorization at the end of the working week to ensure the authorizer will be able to approve the timesheet on time by Tuesday and for us to be able to process the payments by Thursday.

### **PAYMENTS**

All payments made by Buildability Group are processed via electronic fund transfer. Therefore, it is essential that you provide us with your correct Bank Name / Account Number / BSB in order to receive your payment on time. Failure to provide the correct Account Number / BSB will result in your wages being rolled over into the following weeks pay run, in addition a penalty fee of \$2.50 will be deducted from your wages to cover the bank admin fee we receive for the incorrect details.

All payments for work are transferred the following Thursday.

### **SUPERANNUATION**

Superannuation is a compulsory retirement contribution all employers must pay in addition to the employee's wages. Under the Super Guarantee your employer must pay 9.5% of your ordinary hours (38 hours per week) into a super fund. As an employee, you need to supply Buildability Group payroll department with your super fund details when you register online. If you don't have any superannuation account, we can open a new fund account for you with our default superannuation fund Australian Super.

If you do not supply us with your super details or select 'The Default Super' online when you register with Buildability Group, we will automatically create you an Australian super default account.

Superannuation is paid quarterly, which means that you will be able to see the funds in your account 30 days from the end of the last month of each quarter.

Please see below the dates when the super is paid.

<b>QUARTER</b>	<b>PERIOD WORKED</b>	<b>TO BE PAID</b>
1 <sup>st</sup>	July – September	Before 31 <sup>st</sup> of October
2 <sup>nd</sup>	October – December	Before 31 <sup>st</sup> of January
3 <sup>rd</sup>	January – March	Before 30 <sup>th</sup> of April
4 <sup>th</sup>	April – June	Before 31 <sup>st</sup> of July

### **TAXATION**

For successful collaboration with Buildability Group, you are required to have a permission to work in Australia. Therefore, it is essential for you to provide us with your tax file number.

If you do not supply us with your tax file number when you register with Buildability Group, your payment for that week will rollover to the following week. This also applies to all your personal details when you register with Buildability Group.

### **AUSTRALIAN IMMIGRATION VISA**

If you are a foreign resident you are required to have a VISA and permission to work in Australia. Therefore, it is essential for you to provide us with your VISA and Passport details when signing up online.

### **DRESS CODE**

It is your responsibility to be appropriately dressed for work on a construction site. Ensure to present yourself on the project with good hygiene and clean work wear. Remember you are representing Buildability Group whilst on a project. On a jobsite the safety requirements include personal protective clothing and equipment (PPE): Helmet, Hi-Visibility Vest / Shirt and Steel-Toe Boots. You will be informed of any special requirements regarding other garments or equipment designed to protect your body from injury.

If you appear dressed inappropriately or in no possession of PPE, the Site Supervisor will refuse your entry to the site and you will be sent home without pay. This will also be considered as an act of misconduct and it will affect your future employment opportunities with Buildability Group.

### **MOBILE PHONE**

Use of your mobile phone whilst working is strictly prohibited. In the event of an emergency it is advisable to inform your Site Supervisor and ask for permission to use the phone.

### **COMMITMENT TO QUALITY**

As a representative of Buildability Group, we expect you to be aiming to produce the highest standard of work. We have a high repeat business ratio and the reason for this is the quality of the workers we provide.

### **SMOKING**

The majority of companies prohibit smoking on the project. However, some companies may provide a smoking area, this information will be provided in your site induction. If you are unsure then please ask your Site Supervisor.

### **ALCOHOL AND DRUGS**

It is strictly prohibited to consume alcohol or use illegal drugs whilst working. If it is evident that you are under the influence of alcohol or illegal drugs at the jobsite your role will be terminated immediately and you will be directly responsible for any injuries or accidents caused while working under the influence. This will be classed as gross misconduct and you will not be considered for any future work at Buildability Group.

### **CONFIDENTIALITY**

All the personal information requested serves only for the purpose of registering the employee to the database for quick evaluation of suitability for the position. All information is securely held within the office and is accessible only to authorised personnel. We will not disclose your personal information to any third parties unless law requires disclosure.

### **WORKPLACE HEALTH AND SAFETY GUIDELINES**

Your health and safety is of paramount importance to us. Buildability Group undertakes responsibility and is committed to:

- Provide a safe and healthy environment for all temporary workers, contractors and members of the public during the course of activities
- Ensure that safety standards are met and compliance is attained for each project undertaken
- Promote and foster a supportive and safe workplace culture and ensure that temporary workers and contractors are aware of their duties and responsibilities for Workplace Health and Safety (further: WHS) in areas under their control
- Consult with workers, contractors and other stakeholders in a meaningful and effective manner on WHS issues that may affect health, safety and general wellbeing at work

As a worker and a member of the team, you are expected to commit and provide yourself and others with safe and healthy environment. Your duties include:

- Alert relevant supervisors and managers on Workplace Health and Safety concerns
- Take reasonable care for your own safety and health at workplace
- Before the commencement of work make sure to do some stretching exercises to prevent your body from unexpected muscle sprains
- **Report injuries and incidents to the Safety Officer and Buildability Group immediately**
- Adopt and use safe work practices at all times
- Accept and respond appropriately to WHS recommendations and advice
- Comply with relevant legislation

It is highly advisable to conduct the evaluation of jobsite safety:

- Look around to see if the site is safe
- Identify potential hazards and evaluate the level of risk
- Identify the risks to yourself and your co-workers
- If your evaluation of jobsite safety is poor / or you feel that the site environment is too risky, it is your right to contact Buildability Group immediately

Please see below the main contacts where incidents need to be reported:

<b>SITE MANAGER / SAFETY OFFICER</b>	Contact details will be sent via text message prior to your start
<b>BUILDABILITY GROUP OFFICE</b>	02 8188 5400
<b>PAUL FUNNELL</b>	0450 436 586

Below are the emails to report any related incidents:

**PAUL FUNNELL** paul@buildabilitygroup.com.au  
**BUILDABILITY GROUP OFFICE** info@buildabilitygroup.com.au

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

At the jobsite all temporary workers are requested to wear personal protective equipment (PPE) which includes Helmet / Hard Hat, Hi-Visibility Shirt / Vest and Steel-Toe Capped Boots. Other equipment may be needed depending on the job requirements.

Workers have duties in relation to PPE under regulation 46 of the model WHS Regulations.

A worker who is provided with PPE by their business must:

- Use or wear the PPE in accordance with any information, training or reasonable instruction provided by the PCBU, so far as they are reasonably able
- Not intentionally misuse or damage the PPE
- Inform the business of any damage, defect or need to clean or decontaminate any of the PPE if they become aware of it

If you refuse to wear or use the PPE, your supervisor can take action against you. A worker who does not wear or use PPE or intentionally misuses or damages it, will face disciplinary action or even prosecution.

Below is a list and descriptions of the standard PPE that is required for jobsites:

**Helmet / Hard Hat** is to be worn at all times on the site. The Helmet / Hardhat should not have any traces of damage and must be replaced every two years for safety reasons or sooner if damaged.

**Hi-Visibility Shirt / Vest** is to be worn at all times on the site. This standard specifies the visual requirements for high visibility garments where the wearer can be exposed to such hazards as moving traffic, plant and equipment in the charge of an on-board controller. The Australian Standard covers three types of garments: day time wear, night time wear and those which can be worn day and night. The standard also has requirements for colours i.e. for 'normal' conditions colours are either red-orange or yellow.

**Steel-Toe Capped Boots** are to be worn at all times on the site. Safety footwear certified to this standard must be fitted with toe caps that are designed to give protection against impact when tested at an energy level of at least 200J and against compression when tested at a compression load of at least 15kN.

**Dust Mask / Disposable Dust Respirator** is to be worn when the environment on a construction site is in the process of modelling or demolition and is highly contaminated by dust or other harmful substances in the form of dust, mist or fumes.

**Hearing Protection** with accordance to National Standard of Occupational Noise, an average daily exposure to noise in the workplace environment should not exceed 85db(A) over an eight (8) hour period of work or 140db at any times. A temporary worker who is encountered by a high level of noise at jobsite must use earplugs, semi-insert earplugs or earmuffs. When drilling, using a drop saw, circular saw or any other high noise / volume equipment.



**Eye Protection Equipment** is to be worn when there is a risk of eye injury from flying objects and other hazards. You must use eye protection equipment when in contact with power-actuated tool, grinding, cutting or working in dusty environment.

**Work Gloves** are to be worn when dealing with mechanical risks (risk caused by abrasion, blade cut, tear and puncture); thermal risks (heat and fire); protective gloves for welders especially designed for dealing with metals for cutting and other related techniques; gloves resistant to permeation by chemicals (including primary alcohol, nitrile compound, saturated hydrocarbon and other).

**Harness** is to be used when working at heights from a ladder and when there is a potential harm to fall from the distance more than 1.8 meters. Before the usage of harness, make sure that it works properly and is safe to use. You must only use a Harness and work at heights of more than 1.8 meters if you hold a current working at heights ticket.

### **ELECTRICAL SAFETY**

Electricity is an invisible hazard that can cause serious injury or even death. Therefore, it is very important that unless you have required experience or training under no circumstance you are allowed to conduct any repair work related to electricity. All equipment operated by temporary workers needs to be checked by qualified electrician and tagged sufficiently. A temporary worker is not allowed to operate on the site with damaged, untagged or holding expired tagging equipment.

### **TOOLS**

You are requested to use hand held and powered tools correctly, safely and in accordance with all manufacturer's guidelines. Safety guidelines include:

- Keep all tools in good condition with regular maintenance
- Use the right tool for the job
- Examine each tool for damage before use
- Operate according to the manufacturer's instructions
- Utilise the proper protective equipment
- Participate in safety training

### **SITE MAINTENANCE**

You are expected to keep the jobsite free of unnecessary clutter and debris that could cause an injury or accident. As you go about your daily work, place trash and debris in the correct bins located throughout the job site. Remove combustible materials such as wood and paper from the site promptly. Clean after yourself and ensure that bins are emptied regularly.

### **PROPERTY DAMAGE**

If it is found that you have been negligent when operating any machinery or plant, you will personally be held accountable for all costs related to any damage occurred.

### **LEAVING UNFINISHED WORK**

To prevent others from potential risks, you must leave unfinished work properly tagged or taped off. Make sure to inform your site supervisor and other relevant parties about the incomplete work.

### **SUN SAFETY**

You are requested to use certain protection whilst working in the sun: Protective clothing, head and neck protection or sunscreen.

**WORKING AT HEIGHTS SAFETY**

Under no circumstances is a temporary worker allowed to work at heights unless he has obtained a working at safe heights ticket. Other duties related to work at heights include: conduct inspection of ladders / scaffold before use, identify potential hazards and communicate risks to site supervisor, properly maintain and use ladders / scaffold to prevent yourself and others from accidents.

**PLANT AND MACHINERY SAFETY**

During a temporary assignment you may be required to work with plant and machinery. Before you can operate any plant or machinery you must hold the correct high-risk work license or VOC. Please refer to manufacturers guidelines before operation and also carry out a thorough inspection prior to use. You must report any damage or excessive wear and tear ASAP to your Site Supervisor.

**WORKPLACE HARASSMENT**

Buildability Group does not support any type of harassment concerning person's race, colour, language, gender, age, disability, ethnical origin and other. As a worker of Buildability Group, you are expected to meet an acceptable standard of conduct and contribute to a harassment-free productive environment. If you are experiencing improper behaviour or harassment at a workplace, make sure you take reasonable action, which may include:

- Ask the person committing the act to stop the offending behaviour
- Inform your site supervisor / manager of workplace harassment
- Inform Buildability Group of the situation

Failure to comply with Harassment-Free Workplace Policy will be subject to appropriate disciplinary action, which may include warnings, penalties or termination.

**PUBLIC LIABILITY INSURANCE**

Buildability Group covers all workers who work through the agency for Public Liability insurance.

**WORKERS COMPENSATION INSURANCE**

Workers Compensation Insurance insures all employees hired through Buildability Group. Therefore, it is very important to immediately report all injuries to the site supervisor and to Buildability Group for fast and timely claim for compensation.

**COMPLIANCE**

All employees must be aware of and comply with policies related to health and safety in the workplace in the course of their duties, all employees must comply with relevant legislation.

**REPORTING**

You have the right and obligation to report any of the following events:

- If you are asked to perform duties which are not part of your job description
- If you believe that your working conditions are unsafe
- If you injure yourself while working on-site and before seeking any medical assistance
- If you damage the property of any of the job site premises

**EMPLOYEE OF THE MONTH**

Every month Buildability Group rewards one of their Construction Workers according to the quality of their work, attitude, attendance and standards.

They will receive a bonus of \$100 in cash for being the employee of the month.



## CODE OF CONDUCT

### PURPOSE

Our Code of Conduct affirms Buildability Group's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Buildability Group expects of all employees.

### PRINCIPLES

Our employees contribute to the success of our organisation and that of our Clients. Buildability Group fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

### POLICY

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a Buildability Group Director, any interest which may constitute a conflict of interest
- Promote the interests of Buildability Group
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Buildability Group and/or our Clients
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner

Buildability Group expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may have their employment terminated.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from a Director. This policy will be regularly reviewed by Buildability Group and any necessary changes will be implemented by the Directors.

### DIVERSITY POLICY

This policy seeks to establish a framework for the continued diversification of the Buildability Group workforce, in particular: people with disability, women, and people from a non-English speaking background.

**Context**

Buildability Group endeavours to have a workforce that reflects the diversity of the Australian community. It recognises that diverse workforces drive innovation, creativity, problem-solving capabilities and individual and organisational productivity.

**Related Legislation / Standards / Policy**

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Work Health and Safety Act 2011
- Fair Work Act 2009

**Policy Statements – What is Workplace Diversity?**

Workplace diversity is a means of promoting collaboration and empowerment in the workplace. The term diversity is not just about differences in race, gender, ethnic and cultural background, age sexual orientation, religion and ability. It also refers to the myriad of ways which we are different in other respects such as personality, job function, educational level, marital status, whether one has children etc.

Workplace Diversity is about valuing difference and its contribution to a productive workplace, not about identifying difference.

**Policy Statements – Benefits of Workplace Diversity?**

- Managing diversity successfully means creating an environment that values and utilises the contributions of people with different backgrounds, experience and perspectives. A range of different perspectives can add to our innovation, creativity and overall productivity
- Workplace diversity encourages greater creativity and different ways of thinking for improved decision making. Workplace diversity creates a more inclusive and supportive work environment, better tea, work and more effective client service delivery
- When you consider the geographical spread of work locations and the variety of roles the Authority undertakes, the need to engage and embrace a diverse workforce is an important facet of our workforce planning

**What do we aim to achieve through this policy?**

Our aim is to include as completely as possible the diversity of the Australian community into our workplace and our activities. To achieve this, we need a workplace culture that is welcoming, celebrates diversity and is accommodating. This means that we need to:

- Treat all people with dignity and respect
- Adapt and adopt organisation and work methods to include everyone
- Focus on what is possible aim to achieve this
- Take account and advantage of differing beliefs, circumstance, needs and backgrounds in our operational systems, work methods and management styles
- Have good stewardship of resources and make reasonable, objective decisions

**How will we know if we've achieved aim?**

- Including everyone will simply be the way we do business
- Our culture will be collaborative, courteous, non-judgemental and respectful
- We will have a demographically diverse workforce, which is representative of the broad Australian community, and our employees are confident to declare their status
- We will have evidence that everyone believes that they are treated with dignity and respect, are reasonably having their needs met, and are satisfied in their jobs
- We will have evidence that our workplace is inclusive in both the way in which we work and the services we deliver

**Responsibilities / Accountabilities**

Promoting workplace diversity is everyone's responsibility. The success of this policy is dependent upon the support of everyone at all levels within the Authority. We all have a responsibility to foster a culture in the workplace where diversity is valued and supported by:

- Practising and promoting behaviour consistent with the APS Values, Employment Principles and Code of Conduct
- Treating each other with courtesy and respect and fostering good working relationships
- Ensuring that workplace structures and procedures foster diversity and allow employees to manage their work and personal life, subject to business needs
- Drawing on our diverse backgrounds, skills and talents and focusing on areas where these attributes may be enhanced and of value to the working environment free from discrimination and harassment
- Developing our own understanding and knowledge of diversity and resolving workplace issues quickly, sensitively and effectively. We are responsible for the successful implementation of this policy

**Definitions**

Diversity includes differences in gender, age, language, ethnicity, cultural background, disability, religious beliefs and family responsibilities. In the workplace, it also encompasses differences between individuals in educational level, life experience, work experience, socio-economic background and personality.

## **CORPORATE SOCIAL RESPONSIBILITY STATEMENT**

Operating in a responsible and sustainable manner is important to Buildability Group. While we run our business in line with the expectations of clients, we also see corporate responsibility as a discipline that helps us manage risks and maximise on the opportunities available to us in a changing world. We are committed to understanding, monitoring and managing our social, environmental and economic impact to enable us to contribute to society's wider goal of sustainable development. We aim to demonstrate these responsibilities through our actions and within our policies.

At Buildability Group, we define Corporate Social Responsibility as follows:

- Conducting business in a socially responsible and ethical manner
- Protecting the environment and the safety of people
- Supporting human rights
- Engaging, learning from, respecting and supporting the communities and cultures within which we work

In alignment with our Code of Conduct, Buildability Group will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative matters.

## **SOCIAL MEDIA POLICY**

### **PRIVATE / PERSONAL USE OF SOCIAL MEDIA**

#### **Procedure**

Buildability Group acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Buildability Group. However, inappropriate behaviour on such sites has the potential to cause damage to Buildability Group, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of Buildability Group must agree to not publish any material, in any form, which identifies themselves as being associated with Buildability Group or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Buildability Group must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- Is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Buildability Group or its clients, business partners or suppliers
- Is defamatory or could adversely affect the image, reputation, viability or profitability of Buildability Group, or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to Buildability Group, or its clients, business partners or suppliers

All employees, contractors and sub-contractors of Buildability Group must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or for contractors and sub-contractors the termination or non-renewal of contractual arrangements.

For the purposes of this policy, the following definitions apply:

**Social Media** includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone.

## **COMMITMENT TO THE ENVIRONMENT**

Buildability Group's management is aware of the need to look after the environment, and, we have implemented a systematic management approach to controlling waste and pollution of the environment. Consideration for our environment is of the utmost importance to our organisation.

Resources will be made available in order, for us to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health.

The promotion and maintenance of the environment in which we work is primarily the responsibility of Buildability Group management. Management at all levels of the organisation is required to contribute to the environmental protection at our places of work.

All employees are required to cooperate with management so that the policy, program, procedures and legislative obligations are effectively observed to prevent damage and pollution to the environment.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO), ANTI BULLYING, DISCRIMINATION AND SEXUAL HARASSMENT**

### **POLICY**

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by Buildability Group.

It also applies for all recruitment, selection and promotion decisions.

The objective of Buildability Group's Equal Opportunity Policy is to improve business success by:

- Attracting and retaining the best possible employees
- Providing a safe, respectful and flexible work environment
- Delivering our services in a safe, respectful and reasonably flexible way

### **DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING**

Buildability Group is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

#### **DISCRIMINATION:**

**Direct discrimination** occurs when someone is treated unfavourably because of a personal characteristic that is protected under NSW law.

**Indirect Discrimination** occurs when a rule seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

**Sexual harassment** includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

**Workplace bullying** may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Buildability Group provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

- Age
- Breastfeeding
- Carer Status
- Disability
- Employment Activity
- Gender Identity
- Industrial Activity
- Lawful Sexual Activity
- Marital Status
- Parental Status
- Personal Association with Someone Having Any of These Characteristics
- Physical Features
- Political Activity / Belief
- Pregnancy
- Race
- Religious Activity / Belief
- Sex
- Sexual Orientation

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to A Director.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

### **REASONABLE ADJUSTMENTS**

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

Buildability Group will make reasonable adjustments for a person with a disability who:

- Applies for a job, is offered employment, or is an employee, and
- Requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job

Examples of reasonable adjustments can include:

- Reviewing and, if necessary, adjusting the performance requirements of the job
- Arranging flexibility in work hours (see 'Flexible work arrangements')
- Approving more regular breaks for people with chronic pain or fatigue

When thinking about reasonable adjustments Buildability Group will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.



In some cases, Buildability Group can discriminate on the basis of disability, if:

- The adjustments needed are not reasonable, or
- The person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made

#### **PROCEDURE: TO MAKE A COMPLAINT**

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

- Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s)
- If the unwelcome behaviour continues, contact your supervisor or manager for support.
- If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager. Employees may also lodge a complaint with the Australian Human Rights Commission or take action under the *Fair Work Act 2009*

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

## **GRIEVANCE PROCEDURE**

#### **POLICY**

Buildability Group supports the right of every employee to lodge a grievance with a Director if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible.

Directors will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

#### **PROCEDURE**

- The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal
- To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance
- The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues
- If the grievance still can't be resolved, refer the matter to a Director for consideration and a final decision. A grievance taken to this level must be in writing from the employee

## **CONFLICT OF INTEREST**

### **POLICY**

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of Buildability Group.

All employees are required to act in good faith towards Buildability Group. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Buildability Group.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Buildability Group. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Buildability Group and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Buildability Group will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Buildability Group.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

### **PROCEDURE**

Employees must:

- Declare any potential, actual or perceived conflicts of interest that exist on becoming employed by Buildability Group to management
- Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by Buildability Group to management
- Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, Buildability Group will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with Buildability Group to a Director. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at Buildability Group. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Buildability Group using knowledge and/or materials gained during the course of employment with Buildability Group.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with Buildability Group, in a timely manner, may result in dismissal.

## **INTELLECTUAL PROPERTY AND SECURITY**

All intellectual property developed by employees during their employment with Buildability Group, including discoveries or inventions made in the performance of their duties related in any way to the business of Buildability Group, will remain the property of Buildability Group.

Employees may be given access to confidential information, data, business property, keys to premises or any other business-related property/information in the performance of their duties. This must be protected and used only in the interests of Buildability Group.

Employees must not:

- Disclose or use any part of any confidential information outside of the performance of their duties and in the interests of Buildability Group; or
- Authorise or be involved in the improper use or disclosure of confidential information;
- During or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to Buildability Group and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards Buildability Group and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and Buildability Group may also pursue monetary damages or other remedies.

## **BUILDABILITY GROUP – POLICIES AND DECLARATION**

You must read all the policies and instructions contained in this document. Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Buildability Group.

### **EMPLOYEE DECLARATION**

I have read and understand the contents of this manual, including the policies, and I agree to the terms of conditions of these documents.

**EMPLOYEE NAME**

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**EMPLOYEE SIGNATURE**

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**DATE**

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BUILDABILITY GROUP

**WORKERS HANDBOOK**