

SOUTH EAST WATER HUMAN RESOURCE POLICY

Purpose

To manage the company's people in a socially responsible manner and promote a culture of achievement and personal responsibility that enables the company to attract, develop and retain high performing employees in order to meet its organisational objectives.

Policy Statement

To this end we will:

- Recruit the best person for the job based on equity and merit principles
- Provide a meaningful induction, training and development program at all levels of the organisation to enable employees to achieve their full potential
- Undertake a performance management program that enables regular constructive feedback and review of employee performance to meet the needs of the company
- Create and maintain a workforce planning program to enable the company to assess future requirements to achieve long-term as well as short-term objectives
- Provide competitive remuneration and reward programs
- Provide flexible work arrangements
- Manage key roles and actively develop and retain future leaders
- Ensure a safety conscious ethos and maintain safe working environments
- Ensure consistent application of human resource practice across the company
- Comply with all applicable Commonwealth and State laws and regulations
- Develop and maintain targets that measure the success of our human resources policies and plans
- Promote a culture of teamwork, results focus, integrity and creativity

All company operations will be required to implement practices consistent with this Policy.

Responsible for Approval

South East Water Board

Executive Sponsor

General Manager, Corporate Services

Responsible for Implementation

Human Resources Branch

Related Documents and Relevant Legislation

- Human Resource Manual
- Occupational Health and Safety Policy
- Workplace Relations Act 1996 (Commonwealth)
- Human Rights (Sexual Conduct) Act 1994 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Equal Opportunity Act 1995 (Victoria)
- Long Service Leave Act 1992 (Victoria)
- Accident Compensation Act 1992 (Victoria)
- Occupational Health & Safety Act 2004 (Victoria)
- Workers Compensation Act 1958 (Victoria)