



## EMPLOYEE RELATION POLICY

ARL Laboratory Services Pty Ltd is committed to the standard of excellent professional practice in all areas of its business, including Employee Relations, Industrial Relations and satisfaction of all stakeholders. Employee relations may be defined as those policies and practices which are concerned with the management and regulation of relationships between ARL, the individual employee, and groups of employees within the working environment.

ARL's plan is to consult with employees in a timely manner on major organisational changes that affect their position and ensure processes are in place at all locations to equitably address any issues. Consultation occurs according to the process and timeframe specified by local regulation and relevant terms of employment.

### Objectives

Sound employee relations are based on

- Effective mechanisms for communication and participation.
- A safe and effective work environment.
- Commitment and motivation of all staff.

Accordingly, ARL policies and procedures are aimed at

- Promoting channels of communication at all levels.
- Identifying and expanding common areas of interest between all staff.
- Anticipating and defusing conflict wherever possible.
- Encouraging staff to articulate concerns and conflict and seek resolution of underlying issues.
- Providing channels for conflict resolution and developing mutual trust in their reliability.

### Employee Representation

- Where employees choose to have a trade union represent them, the Company will make arrangements for recognition, collective bargaining and dispute resolution.
- All employees have the right to join the representative body of their choice, but this does not mean that the Company will recognise all such bodies for collective bargaining or other purposes. Moreover, while acknowledging that the membership policy of the representative body is the prerogative of its members, ARL is committed to maintaining non-racial conditions of employment.
- Employees have the right not to belong to a representative body. ARL will not therefore agree to membership of a representative body becoming a condition of service or appointment.

### Victimisation/Coercion

- No employee shall be victimised by ARL management as a result of his/her membership of a representative body.
- ARL will seek to protect staff members from being coerced into membership of any association against their wishes, or from being coerced in any way as a result of their non-membership of any association.
- ARL will not tolerate any discrimination or harassment towards or by any of its employees. Any written, oral, physical or visual communication that is demeaning, degrading, intimidating, or otherwise directed at a person or persons because of race, colour, gender, national origin, marital status, age, religion, mental or physical disabilities, sexual orientation or any other status that is protected by law, will be considered a violation.
- Any person or persons who are found to have violated this policy may be subject to disciplinary action, up to and including suspension and/or termination.



### Communication and Consultation

ARL recognises the importance of open communication and joint consultation between management and staff. It therefore encourages the exchange of information, ideas and views about matters of mutual interest and concern through both formal and informal channels. ARL encourages informal communication and consultation at all levels. Management and supervisors are encouraged to develop appropriate arrangements to promote discussion of any matters of interest and concern at the workplace.

### Consultative committees

Where a recognition agreement has been entered into, the administration will arrange regular consultative committee meetings between Human Resources Department staff and other key members of management and the union. The role of the consultative committees is to provide a formal channel of communication between management and employee representative bodies. In particular, management will seek staff members' views prior to taking decisions affecting their interests. In the same way, staff members bring their issues of concern to the attention of management.

### Grievance Resolution

ARL considers it essential that, where an employee or group of employees are dissatisfied for any reason arising from the work situation or employment relationship, this should be articulated and resolved as quickly as possible, at the lowest possible level. It should be recognised that during conflict situations, we must continue to communicate, and be receptive to feedback, accepting that it may be positive or negative.

In the event of any dispute between ARL and its employees will consult together to reach an agreement, without loss of wages or production, provided always that work shall continue in the usual manner without bans and limitations on the performance of work, whilst the grievance procedures are being followed.

This policy will be reviewed every two (2) years or as the need arises to ensure that it continues to meet the current company's needs and interests

**Rizwan Ali**  
(Managing Director)

Date: 11.03.2014