

ABS Employee Policy Statement and Purpose

Policy statement

ABS is committed to achieving its business objectives through its people. We accept our ethical and corporate social responsibility and recognize our obligation to conduct our activities in full knowledge of, and compliance with, the requirements details in legislation.

ABS will achieve this by adopting a policy of best practice in all human resource management procedures.

Purpose

The purpose of the policy and procedures is to ensure that;

- All employees are recruited, selected and inducted into ABS based upon their attitude, skills, knowledge, and aptitude.
- No employee is subjected to discrimination, harassment or bullying behaviour
- All employees are trained to carry out their role competently, in compliance with relevant legislation and supported to develop to their full potential.
- Remuneration is designed to motivate and reward employees in the context of award agreements or other appropriate contracts.
- Individual managers and supervisors are responsible for ensuring that this policy is applied within their own area.

Equal Opportunity

ABS has an Equal Opportunities Employment Policy and is committed to ensuring that the work environment is free from discrimination and harassment. ABS is committed to providing a workplace that is safe and harmonious. All team members have the right to be treated fairly and with respect. Professional and appropriate conduct is expected at all times

ABS will ensure that all team members, applicants for employment, clients, and others we deal with shall be treated and evaluated according to their job, related skills, qualifications, abilities and aptitudes on a non-discriminatory basis.

This policy relates to all full-time, part-time, and casual employees as well as any contractors, temporaries or subcontractors. This policy applies to all employees whether that is during business hours, after hours, or on social occasions. All employees must ensure that they comply with the Equal Employment Opportunity Policy.

No part of the recruitment process or work practices should contravene legislative requirements. Legislative requirements include: Anti-discrimination, Equal Opportunities and Privacy laws. This policy protects candidates and employees from, but not limited to the following types of discrimination:

- Age
- Gender
- Language
- Ethnicity
- Cultural background
- Sexual orientation
- Religious belief
- Family responsibilities
- Educational level
- Life experience
- Work experience
- Socio-economic background
- Personality
- Marital status

ABS will take seriously any reports from employees or other parties and deal with this openly and in the interests of all parties.