

## POLICY STATEMENT

It is the policy of Just Focus to operate its business in a manner that provides and preserves a harmonious place of work for all of our workers within the bounds of the applicable industrial relations instruments including agreements and awards, and where all levels of management are focused on ensuring that all work is carried out with minimal disruption and with maintained industrial harmony.

## AIMS AND OBJECTIVES

Just Focus considers that the good management of industrial relations is an important aspect of our business.

To achieve this, we will:

- Provide a safe and harmonious working environment which is conducive to keeping our workers content and achieving our operational goals;
- Comply with all applicable industrial laws, regulations, statutory obligations, award, agreements and National and State codes of practice and guidelines;
- Monitor industrial relations performance and activities of subcontractors and suppliers and maintaining effective communication with them, while recognising their right to have their own industrial relations policies and arrangements;
- Develop and improve the skills of workers to enable them to work efficiently in a constantly evolving environment and to strive to reach their maximum potential;
- Accept that the properly held interests of our clients always prevail, and that accordingly it is the client who will in many cases determine actual industrial relations arrangements.

## RESPONSIBILITIES

All levels of management of Just Focus will:

- Provide fair and reasonable management of industrial issues and expect the same from all other interested parties;
- Maintain an open relationship with our workers and any elected representatives, and with other interested parties;
- Apply all policies and procedures in an equitable and fair manner regardless of position;
- Promote open and effective communication between workers at all levels and resolve disputes quickly and efficiently;
- Encourage open and honest communications at all times in industrial relations matters.