

# Human Resources Policy Statement

Form Cut is committed to achieving its business objectives through its people. Form Cut conducts its activities in compliance with the requirements of applicable employment legislation and Approved Codes of Practice. Form Cut will achieve this by adopting a policy of best practice in all people management procedures.

The objectives of the Human Resources Policy are:

- All employees are selected and recruited into the organisation based upon their attitude, skill, competency and aptitude.
- Management promotes, encourages and motivates all its employees.
- Form Cut is an equal opportunities employer
- The dignity of all employees is respected by all employees.
- Form Cut will not tolerate discrimination or bullying of any kind.
- All employees are trained to carry out their role competently, in compliance with relevant legislation and guidance, and are supported to develop to their full potential.
- Communications between management and employees is mutually accepted as open and honest.
- Management provides professional advice, guidance and practical support in employment matters to all levels of the business.
- Form Cut has zero tolerance to drugs and alcohol in the workplace.
- Form Cut provides a suitable physical and psychological work environment for all employees.

Managers are responsible for ensuring that this policy is applied. The Managing Director should be consulted before action is taken and can be contacted to answer any queries relating to the application or interpretation of this policy.

Form Cut is a member of the Australian Industry Group through which we access Human Resources support.

This policy will be reviewed on a regular basis and Form Cut reserves the right to change any of the provisions set out in this document from time to time, as may be required.

Joe Falzon  
Managing Director

Date: 28 June 2016