

GRIEVANCE POLICY AND PROCEDURE

POLICY

The aim of this policy is:

- (a) The promotion of a harmonious workplace; and
- (b) Where a dispute arises, to resolve it at the lowest possible level and within the shortest possible time-frame.

Where disputes or grievances occur the following procedure shall be adopted.

PROCEDURE

1. Where a dispute arises between an employee and APH Contractors Pty Ltd or between employees and subject to the provisions of the Workplace Relations Act, such grievance or issue arising between APH Contractors Pty Ltd and an employee or employees shall be dealt with within the following procedures:
 - (a) If a matter arises which gives concern to an employee or employees such matter shall be discussed by him or her or them with the immediate coordinator or manager.
 - (b) If after such discussion the matter remains unresolved or partially resolved with agreed processes in place within 2 working days it shall be referred to the Managing Director.
 - (c) If the issue is not resolved within a reasonable period of time in the circumstances, then either party may elect to have the issue referred to the appropriate authority for resolution.

A handwritten signature in black ink, appearing to read 'Frank Kenny', is positioned above the printed name and title.

Frank Kenny
Managing Director

01/07/2018