

# Human Resources & Industrial Relations Policy

## HR & IR Statement

*J.J. Richards & Sons Pty Ltd (incorporating J.J. Richards Engineering Pty Ltd, Regwaste Australia, EnviroCom Australia and J.J. Richards Liquid Waste Services) believe that staff are the most important asset any company can have. For this reason, we embrace a policy that is based on flexibility and involvement.*

### Human Resource Goals

- Provide a work environment to **promote personal growth** and foster a culture of staff development through quality training programs;
- **Build loyalty** by implementing a strong consultative approach toward continuous improvement, valuing the unique capabilities and expertise of each individual;
- **Promote Affirmative Action & Equal Employment Opportunities** for all employees in terms of recruitment, promotion, transfer, training and conditions of service;
- **Provide a safe work environment** free of bullying and harassment;
- **Foster a culture of workplace harmony, mutual respect and professionalism** by clearly defining the Company's work ethics and standards;
- **Ensure the protection of employee and customer information.**

### Industrial Relations Goals

- **Ensure that all employees are treated considerately and fairly;**
- **Ensure that the Company and employees comply with laws,** occupational health and safety regulations and codes of practices;
- **Provide formal lines of communication** between management and employees to promote constructive feedback and two-way communication;
- **Ensure an 'open door' policy** between management and their staff to ensure that any issues affecting employee well-being and performance (whether a work or private matter) are addressed in a timely and mutually beneficial manner;



J.J. Richards  
Director

P.B. Richards  
Director



J.M. Parsons  
Director

**J.J. Richards**  
& Sons Pty Ltd

