

# Employment & Industrial Relations

*The JJ's Group\* believe that our employees are our most important asset. We are committed to fostering a culture built on the values of trust, humility, mutual respect and compassion. Our leadership team is committed to the continual improvement of a systems that support our employees, meet legislative requirements and promote our underpinning core values.*

## **Our goal is:**

- To provide an effective, reliable and harmonious workplace where employees are safe and supported, and choose to stay.

## **We are committed to achieving this by:**

- Following sound moral and ethical principles in all our dealings, and always striving to simply do the right thing.
- Adhering to, and growing a workplace culture of compliance with all applicable laws.
- Promoting equal opportunities for all employees in terms of recruitment, promotion, transfer, training and employment conditions.
- Ensuring all employees are treated with respect, free from discrimination, harassment and bullying.
- Providing clear lines of communication and an 'open door policy' to ensure staff can raise and have any issues or concerns addressed in a timely, sensitive and satisfactory matter.
- Protecting employees making genuine disclosures and ensuring they are not victimised or subjected to adverse consequences.
- Respecting the right of our employees to establish and join organisations of their own choosing and engage and participate within such organisations, should they wish to.
- Safeguarding the basic human rights of our employees and stakeholders.
- Protecting the sensitive, confidential and private information of our employees and stakeholders.

As a family business, values are an integral element of our approach. We encourage all employees to be open and honest in all their dealings and work collaboratively with us to meet our overall goal.

Our commitment will be demonstrated through the implementation and continual improvement of this policy and will be measured against the established objectives and targets.

A handwritten signature in black ink, appearing to read 'J.J. Richards'.

J.J. Richards - Director

A handwritten signature in black ink, appearing to read 'P.B. Richards'.

P.B. Richards - Director

A handwritten signature in black ink, appearing to read 'J.M. Parsons'.

J.M. Parsons - Director

\* The JJ's Group: J.J. Richards & Sons Pty Ltd t/as JJ's Waste & Recycling, JJR Engineering Pty Ltd, JJ's Health & Hygiene, EnviroCom Australia, JJ's Northend, CreatEnergy, Aztech Services Australia, J.J. Richards & Sons NZ Pty Ltd t/as JJ's Waste & Recycling and JJ's Waste and Recycling LLC.