



POLICY NUMBER 01

PEOPLE AND CULTURE POLICY

1.0 INTRODUCTION

Mid West Ports Authority (MWPA) recognises that our people are our most valuable resource and we are committed to developing and supporting our people and fostering a work environment where our values of accountability, integrity, courage, caring and collaboration are key.

This Policy reflects our commitment to Directors, employees and contractors and to those with whom we work. It outlines the commitments we make to select and develop our Directors, employees and contractors, and to establish a work environment where everyone can take an active part while feeling a sense of achievement in supporting MWPA work towards reaching our strategic goals.

2.0 POLICY

The success of our organisation comes from the health, well-being and achievements of our Directors, employees and contractors. Our goal is to build a workplace culture that fosters leaders and enables our Directors, employees and contractors to thrive, contribute and grow our capacity to deliver our vision:

'To be BOLD supply chain enablers for the sustainable long-term future of regional Australia'

and purpose:

'To provide a sustainable gateway for trade and tourism'.

We are committed to enhancing our culture, work environment, systems and processes by:

- clearly articulating our values and our behavioural expectations, and incorporating these into our systems and practices and our interactions with community, government, industry and stakeholders; and
- complying with all relevant legislation, policies, procedures, agreements and other relevant requirements.

2.1 Diversity, Inclusion and Flexibility

We will support flexibility, diversity and inclusion in our workforce ensuring that our people feel valued for their unique contributions. We seek to maximize local employment and to increase diversity in our workforce to better reflect the communities where we operate. We desire a work environment where all Directors, employees and contractors feel valued and are encouraged to contribute to their fullest potential.

2.2 Fair and Equitable Decision Making

We ensure fair, merit-based and equitable employment decisions. Our capability to operate requires a skilled workforce. We will recruit, promote, and retain employees on the basis of their skills, attitude and knowledge for the work to be performed, including experience, merit, and other work-related criteria. Our procedures promote equitable and transparent recruitment practices.

We support, reward and recognise behavior and achievement that improves organisational performance and MWPA outcomes and establish a work environment and conditions that motivate people to strive to achieve their full potential.

We are committed to the success of all our employees. Our investment in our employees is through learning and development, performance management, succession and workforce planning.

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2.3 Equal Employment Opportunity and Discrimination

- We care for our people and treat them with respect, in an equitable manner and act with integrity, honesty and openness. We are committed to an environment where Directors, employees and contractors engage collaboratively and respectfully with one another. Sexual harassment or harassment or any form of bullying, rude, disrespectful behavior, or of any of the legally protected categories will not be tolerated. MWPA prohibits any threats or acts of violence or victimisation while conducting business on or off its worksites.
- We will provide equal employment and advancement opportunities based on individual qualifications, potential suitability for the job and job performance. Sex, gender history, race, age, religion, impairment, marital status, family responsibility, pregnancy, breastfeeding or political conviction, are grounds for discrimination under the *Equal Opportunity Act 1984* and will not influence decision making. MWPA will not show partiality or grant any special favours to any employee, potential employee or group of employees.
- We will ensure that equal employment opportunity is provided in employment, promotion, wages, benefits, and all other privileges, terms and conditions of employment, including decisions on redundancies, retrenchment and termination.

2.4 Health, Safety and Wellbeing

We are committed to ensuring the safety and health of all personnel. MWPA's Occupational Safety and Health Team works closely with all personnel working for, or on behalf of, MWPA to ensure:

- the OHS management system complies with both AS-NZS 4801 and the *Occupational Safety and Health Act 1984* and any other relevant Acts to protect our employees and stakeholders and to ensure a safe and healthy working environment;
- risk assessment procedures adequately identify hazards and unsafe practices;
- safety leadership is a core responsibility of all managers and supervisors;
- employees have the appropriate equipment and training;
- all employees understand hazards and controls associated with the workplace;
- a safety culture that inspires awareness of personal responsibility of Occupational Health and Safety;
- good mental health is a state of wellbeing that helps individuals cope with normal stresses of work, maintain healthy relationships and better contribute to the workplace personally and professionally; and
- a sensitive and informative approach to mental health is undertaken that ensures the workplace is aware of and is responsive to the needs of those who have or are at risk of developing a mental health problem.
- that any Director, employee or contractor that chooses to smoke is to only occur outdoors in designated areas that are away from buildings, vehicles, vessels or entrances to buildings.

2.5 Fitness for Duty

We are committed to creating a safe and health workplace for its people. Our objective is to minimize the risk to our employees, contractors, customers, visitors and the communities in which we operate.

It is the responsibility of each of our people, in accordance with their duty of care obligations, to ensure they are fit for work. Fitness for work is being safe for work. Fitness for Work requires an individual to be in a physical, mental and emotion state, enabling the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves or others. It is the responsibility of the individual to manage personal factors, which impact on their ability to perform work, unimpaired and to the full extent of their capability.

- We are committed to providing a workplace that is safe, healthy and supports employee wellbeing and has a zero tolerance to the use of drugs and alcohol in the workplace.
- Directors, employees and contractors have a responsibility to ensure their 'Fitness for Duty'. Directors, employees and contractors at work and/or on MWPA's premises must not be affected by drugs, alcohol or fatigue which could impair the safety and work performance of themselves or others.

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- At MWPA the use of alcohol and other non-prescription and/or illicit drugs is prohibited in the workplace with the accompanying conditions:
- An employee, contractor or consultant on prescription drugs is required to notify their supervisor if the use of these drugs could adversely affect the safety of themselves and/or fellow workers.
- Functions involving the consumption of alcohol may be held on site subject to the CEOs approval. Approval to hold a function will be considered on a case by case basis and will be subject to conditions.
- MWPA will conduct alcohol, substance and illicit drug testing of employees, contractors and visitors on a regular basis, randomly, for casual and as part of employment medicals. Such testing is a condition of employment and entry into all Port sites and breaches will result in disciplinary action or removal of access to Port sites in line with the Fitness for Duty Procedure.

We recognises that:

- every worker has a 'duty of care' towards themselves and fellow workers and the use of alcohol and illicit drugs while on duty is not consistent with this 'duty of care';
- diminished work performance may be the criteria for management intervention and supervisors are to be fully aware of their responsibility for the management and welfare of their staff; and
- sleep deprivation, sleep disturbance, fatigue and stress are health risks that can be associated with long working hours, shift work, workplace pressures and factors outside the workplace. MWPA will develop and implement procedures to mitigate the likelihood of these issues impacting on the wellbeing of staff and contractors and interruptions to Port activities.

We will support employees and help individuals in relation to any issues that may arise from items contained in this policy. We may assist employees to receive counselling or any other professional assistance to ensure employee wellbeing.

3.0 POLICY APPLICATION

This policy applies to all MWPA Directors, employees, contractors, consultants, lessees, licensees and visitors who are on common use Port areas and/or whose actions can affect these areas.

4.0 IMPLEMENTATION

This Policy overrides any previous policy, procedure or agreement either written, or verbal relating to matters contained within.



Mr John Elkington

Chair

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Dr Rochelle Macdonald

Chief Executive Officer

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