

## POL050 - Workforce Management Policy

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### Section 1 – Background and Purpose

- (1) This policy covers the engagement of staff, their entitlements where these are not already prescribed by law or within the Agreement, the responsibilities of staff and subsequent consequences for failing to meet their responsibilities and the environment to foster a workplace which is fair and inclusive for all.

### Section 2 – Scope/Application

- (2) This policy applies to all staff, committee members, board members, volunteers, contractors, subcontractors, agents, official visitors and other individuals performing services/work for and on behalf of Generations or who are engaged in activities reasonably connected with Generations. Collectively referred to as staff throughout this policy.
- (3) This policy is underpinned by the [Code of Conduct](#). It does not exclude or replace the [Code of Conduct](#).

### Section 3 – Policy Statement

- (4) Generations seeks to:
  - a. reinforce Generations [Code of Conduct](#) and [values](#);
  - b. use workforce information to effectively and efficiently manage its workforce;
  - c. ensure workforce management practices are informed by the strategic and operational requirements of the workplace;
  - d. ensure that decisions on workplace relations issues are objective and in accordance with relevant legislation;
  - e. ensure that behaviour demonstrated in the workplace is compliant with legislation, our [Code of Conduct](#) and other policies/procedures;
  - f. ensure working conditions consider staff health and safety and are managed in a strategic manner, complying with legislation, our [Code of Conduct](#) and other policies/procedures.

### Section 4 – Procedure

- (5) Refer to the:
  - a. [Grievance Resolution Procedure](#)
  - b. [Workplace Behaviours Policy](#)
  - c. [Code of Conduct](#)



## Generations in Jazz Inc.

### **Section 5 - Definitions**

(6) Nil

### **Section 6 – Stakeholders**

Responsibility for implementation – CEO, Board Members.

Responsibility for monitoring implementation and compliance - CEO