



## INDUSTRIAL RELATIONS POLICY (IR-POL-001)

### ON-SITE INDUSTRIAL RELATIONS REQUIREMENTS:

The following industrial relations requirements shall be the responsibility of Indianic's on-site project manager/dive supervisor:

- Ensure union officials provide a 24 hour entry notice in writing (where required) prior to site visits;
- Ensure Indianic operations manager and the client's site manager are advised of the pending site visit and/or unscheduled site visit;
- Ensure all union officials visiting an Indianic work site/project hold a valid federal right of entry permit and that verification of the permit is entered into the days 15 Minute Event Log;
- Ensure union site visits are conducted during working hours only and at allocated break/meal times;
- Ensure union officials provide details of the "alleged" breach pertaining to their site visit;
- Ensure union officials comply to your requirements within Indianic facilities utilised during their visit and access to those facilities; and
- Ensure union officials are wearing appropriate Personal Protective Equipment (PPE) required to enter the site.

### PRIVACY

At Indianic we are committed to the principles and practice of privacy. Indianic client and employee documentation shall remain securely stored at all times to ensure compliance with the *Privacy Act 1988 (Cth)*. Sensitive information includes client contractual documentation and employee information; for example ethnicity, physical or mental disability, marital status, pregnancy, trade union membership and nationality.

The principles set out in this document apply to all Indianic employees/subcontractors to ensure Indianic maintain the highest standard for managing and utilising personal and sensitive information. The following relates to distribution of Indianic employees / subcontractors information:

- Indianic may only share individuals personal details with companies/contractors that Indianic is subcontracting or tendering to;
- Individuals personal and training records will only be utilised/disclosed for the purpose of tendering and contract requirements;
- Individual's personal details shall not be used for marketing purposes or disclosed to unrelated parties; and

## INDUSTRIAL RELATIONS POLICY (IR-POL-001)

- Individual's personal details shall not be used for marketing purposes or disclosed to unrelated parties; and
- Medical records shall remain highly confidential and shall only be disclosed to clients requiring copies for the individual's employment, employees will be notified.

For further information relating to provision of information or privacy issues please contact Indianic.



Michael Gray  
**Managing Director**

*\*\*This policy is reviewed and approved by the General Manager on an annual basis.*

