

POLICY:

Industrial Relations

Indianic is committed to providing a harmonious place of work for all of our workers, within the bounds of applicable Agreement and/or Awards. The key industrial relations objectives are:

- Maintain an open relationship with all workers.
- Ensure compliance with the award or industrial agreement.
- Apply all policies and procedures in an equitable and fair manner regardless of position.

Indianic is determined to respect the freedom of association laws that relate to the *Fair Work Act 2009*. Workers have the right to:

- belong to any industrial union they choose, without it affecting their employment.
- be represented, or not represented, by industrial association.
- participate, or not participate, in lawful industrial activities.

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 Indianic and client 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.

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)*.

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

- Indianic may only share individuals' relevant 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 contractual requirements.
- Individual's personal details shall not be used for marketing purposes or disclosed to unrelated parties; and
- Medical records will remain highly confidential and shall only be disclosed to clients requiring copies for the individual's employment.

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

Nigel Rees

Nigel Rees
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James Watson

James Watson
General Manager