

GRIEVANCE POLICY

Event Personnel Australia understands the obligation of the employer in providing a safe working environment for their employees, that retains the dignity and rights of all individuals.

A grievance is a concern or complaint in regards to workplace practices, the work environment or the conduct of other employees or management. Event Personnel Australia strives for ongoing improvement and providing workplaces that are supportive, safe and free from any sort of bullying or harassment.

The work services that Event Personnel Australia offer include the provision of labour hire, in which general and skilled labour requirements are provided by employees and are directed by supervisors provided by both the company, and the client. All directions should be given in clear instructions and in an appropriate manner that respects the dignity and rights of the employees. It is important to differentiate between valid authority of supervisors and management to direct work and give feedback on performance compared to abuse or bullying.

Employees have the right to file a grievance to the company supervisor / management at any time, which will be duly investigated and relevant mediation and action undertaken. All conversations and documentation will remain confidential to those involved and relevant management and the employee will not be penalised or victimised for making a report.

Procedure:

To make a report, please complete the Grievance Report Form, available on the employee information page on our website, or a copy can be requested from a supervisor or the head office – 08 9477 1888, admin@eventpersonnelaustralia.com.au

We encourage that grievances amongst employees are initially attempted to be resolved amongst those affected. If the situation is not resolved through this means, communication with the relevant supervisor is recommended. If further reporting and / or investigation is required, a grievance may be lodged with management / head office.

If reporting of grievance in relation to a supervisor, completion of the grievance can be submitted to management / head office.

If reporting is regarding safety concerns, workplace practices or work environment, communication with the relevant supervisor should be immediately undertaken with reporting through the grievance form to head office submitted if relevant action has not been undertaken to remedy the situation or circumstance.

All reports of violence, harassment, discrimination and serious safety concerns (safety issues that cannot be immediately rectified by supervisors / safety officer) must be reported to head office.

Consequences:

Grievances such as bullying, harassment, violence and discrimination will not be tolerated. All grievance reports will be investigated and employees involved in inappropriate behaviour and actions will face relevant disciplinary action which may include termination of employment.

Anyone who makes a fraudulent or vexatious claim will face relevant disciplinary action, which may include termination of employment.