

SCHWARZ

# Family Practice

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## Industrial Relations Policy

This Industrial Relations Policy applies to all Employees of the business.

The objective of the policy is to ensure compliance with industrial relations legislation.

The requirement is for all staff to comply with Industrial Relations Policy.

Procedures (not required)

## Purpose

The purpose of this Industrial Relations Policy is to outline Schwarz Family Practice's commitment to establishing and maintaining positive relationships between the company, its employees, trade unions, and other relevant stakeholders. This policy aims to ensure fair and equitable treatment of all employees, adherence to relevant legislation, and the promotion of a collaborative and harmonious work environment.

## Objective

The objectives of this Industrial Relations Policy are:

1. To ensure compliance with all applicable federal and state industrial relations laws, regulations, and industrial instruments such as awards and enterprise agreements.
2. To promote open communication and consultation between management, employees, and their representatives.
3. To resolve workplace conflicts and disputes in a timely, fair, and transparent manner.
4. To maintain a productive and harmonious work environment through proactive engagement and cooperative problem-solving.

## Policy Requirements

All employees, managers, and stakeholders are required to adhere to the following requirements:

- 1. Compliance with Legislation:**
  - a. Schwarz Family Practice is committed to complying with all relevant industrial relations legislation, including the *Fair Work Act 2009*, National Employment Standards, and relevant state laws including Long Service Leave.
  - b. Employees are entitled to the terms and conditions set out in applicable awards or enterprise agreements.
- 2. Communication and Consultation:**

Schwarz Family Practice encourages open communication and consultation with employees and their representatives, on matters affecting their employment, working conditions, and overall wellbeing.
- 3. Modern Awards:**

Modern Awards are industry-specific legal documents that outline minimum employment standards, including wages, working hours, and leave entitlements. These awards are created by the Fair Work Commission and cover most Australian workers. Schwarz Family Practice will ensure that all terms and conditions comply with the relevant award.
- 4. National Employment Standards (NES):**

The NES provides a minimum safety net of employment conditions for all employees covered by the Fair Work Act. It includes provisions related to maximum weekly working hours, leave entitlements (such as annual leave and personal/carer's leave), flexible working arrangements. Schwarz Family Practice will ensure compliance with the NES.

**5. Dispute Resolution:**

- a. Schwarz Family Practice is committed to resolving workplace disputes and conflicts in a fair, timely, and transparent manner, using internal and external dispute resolution processes.
- b. Employees and their representatives should raise concerns, grievances, or disputes through the appropriate channels, as outlined in the company's Grievance and Dispute Resolution Policy.

**6. Discrimination, Bullying & Sexual Harassment:**

Any form of Discrimination, bullying or sexual harassment are unacceptable at Schwarz Family Practice and are unlawful under the following legislation:

- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth).*
- *Fair Work Act 2009 (Cth)*

Schwarz Family Practice will make sure that employees and those applying for employment receive fair and unbiased treatment. We are determined to provide a working environment free from discrimination or victimisation in accordance with the principles promoted by the above Acts of Parliament.

**7. Freedom of Association:**

- a. Schwarz Family Practice acknowledges and respects employees' right to join or not join a trade union, and to participate in lawful industrial activities.
- b. No employee will be discriminated against, disadvantaged, or subjected to any form of coercion or intimidation because of their involvement or non-involvement in a trade union or industrial activities.

**8. Responsibilities:**

Schwarz Family Practice has active Practice Managers who all work in the business on a day-to-day basis, are involved in all aspects of contract negotiations at all levels. As such, they become the first and ultimate point of contact for all issues pertaining to industrial relations. Effective communication between all stakeholders and Schwarz Family Practice is a priority and is encouraged through open access to Practice Managers via face-to-face meetings, electronic and written communications, and telephone contact. Practice Managers can be contacted by the following methods:

- Phone: (Insert phone no.)
- Email: (Insert email address)
- Post to: (Insert address)

Employees, managers, and stakeholders who do not comply with this Industrial Relations Policy may be subject to corrective action, up to and including termination of employment or contractual relationships. If you have any questions or concerns about this policy, please consult with your supervisor or Human Resources for clarification.

The practice Manager is responsible for communicating the Industrial Relations Policy to all persons working for or on behalf of the organisation and making it available to interested parties.