

Human Resources Procedure Policy

PURPOSE

Ensures a harmonious workplace where staff, customers and partners feel valued and employees and subcontractors are sufficiently qualified and trained to provide high quality services.

HUMAN RESOURCES POLICY

EMtek is a multidisciplinary engineering consultancy team, whose people have built an impressive reputation over many years throughout all facets of industry. Our goal is to change the economics of industry by using holistic, high quality, collaborative, multidiscipline professional services that deliver high value, low cost solutions for our clients without compromising any aspects of Health, Safety or the Environment.

Human Resources

EMtek is passionate about providing a harmonious workplace, where our staff, customers and partners feel valued. We ensure our employees and subcontractors are sufficiently qualified and trained to provide high quality services to our clients.

Our Approach Involves

- Managing HR activities in accordance with applicable legislation, international and national standards.
- Providing a positive, diverse workplace that is free from discrimination, bullying and harassment.
- Ensuring that all employees are treated with dignity and respect and valuing the differences in background and cultures of our employees and contractors.
- Providing equal opportunity in employment without discrimination based on a personal characteristic.
- Ensuring employees and subcontractors are fit for work at all times, and not influenced by factors such as fatigue, illness, drugs or alcohol.
- Working with our staff and clients to achieve strong relationships with Indigenous Australians, and where possible encourage direct engagement by EMtek or involvement in our projects.
- Selecting employees who share EMtek's values and who demonstrate expected behaviours, competencies and performance.
- Providing appropriate resources to allow duties to be safely and efficiently performed.
- Providing meaningful training and development opportunities to further personal and business success.
- Resolutions of problems or grievances as close to the source as possible, objectively, discreetly and promptly.
- Addressing Employee's who contravene EMtek policies as per EMtek's disciplinary process.
- Accountability throughout all levels of the project team to ensure all members are engaged and committed to achieving performance goals.
- Open communication between management and employees.