Human Resources Policy (HU)

This policy relates to the following legislation:	Age Discrimination Act 2004 Cwth
	Anti-Discrimination Act 2010 NT
	Children's Protection Act 1993
	Care and Protection of Children Act 2007 (NT)
	Disability Discrimination Act 1992
	Equal Opportunity Act 2010
	Equal Opportunity for Women in the Workplace Act 1999 Cwth
	Fair Work Act 2009 Cwth
	Fair Work Regulations 2009 Cwth
	Fair Work Australia Rules 2010
	National Employment Standards 2010
	Privacy Act 1988
	Racial Discrimination Act 1975 Cwth
	Sex Discrimination Act 1984 Cwth
	Workplace Health and Safety Act 2011

Purpose and Scope

The Human Resources Policy describes the responsibilities of the Human Resources department, management and employees regarding GTNT Group Human Resources related activities, procedures, policies and related matters. It provides an overview of key Human Resources objectives and policies, keeping in line with relevant legislation and meeting the needs of all stakeholders (including GTNT Group employees and our Apprentices).

Objectives

The objectives of the Human Resources Policy (and related procedures) are to:

- Provide a standard reference for managers and employees in understanding their rights and carrying out their responsibilities.
- Encourage continuity and consistency in the administration and application of the Human Resource policy.
- Provide direction and authority in the day-to-day administration of Human Resources.

Responsibilities

Human Resources Manager

- Oversee processes for maintaining human resource documents.
- Educate and inform employees to help contribute to the GTNT Group culture, which will contribute towards delivering the best service to our customers, and the endeavor to be an employer of choice.
- Ensure parity and consistency of human resources processes.
- Support the Senior Leadership Group and managers in employee management in accordance with company policies, procedures and relevant legislative compliance requirements.

Senior Leadership Group

- Demonstrate a positive attitude towards GTNT Group and it's culture.
- Drive the GTNT Group values and employer of choice strategies within departments to align with this policy.
- Managers hold positions of responsibility in the organisation and, as such, they are required to ensure that all reasonable steps have been taken to uphold all of these objectives.
- Demonstrate appropriate behaviour in relation to these objectives.

Managers/Coordinators/Supervisors

- Implement agreed strategies to promote each of these objectives.

- Ensure all employees are aware of the policy and related procedures for each of these objectives.
- Lead by example and demonstrate appropriate behaviour.

Employees
- Embrace and encourage the GTNT Group culture to others in the workplace.
- Follow requirements of the code of conduct and other policies and procedures to ensure consistency of approach to all stakeholders.
- Actively embody all aspects required within these objectives.
- Report any breaches of the objectives set within this policy.

GTNT Group has a commitment to, and aims to ensure that all aspects are met in the following areas:

Bullying and Harassment
As reflected in the Workplace Bullying and Harassment Procedure (HU-ST022), GTNT Group takes action to prevent any form of bullying, harassment or sexual harassment in the workplace. GTNT Group has in place a process for the reporting and investigation of bullying, harassment and sexual harassment and provides support to stakeholders whom are subjected to this behaviour should it occur.

Equal Opportunity Policy
As reflected in the Equal Opportunity Policy (HU-ST001), GTNT Group understands the requirements and benefits of a workplace that supports and promotes all aspects of equity, equality, diversity and inclusion, embracing stakeholders with varied characteristics, and from diverse backgrounds and minority groups. GTNT Group also ensures all stakeholders have equal access to opportunities and prevents discrimination of any form.

Family and Domestic Violence
GTNT Group understands that family and domestic violence can have a significant effect both personally and professionally on stakeholders and has in place procedures to enable employees to seek support safely and confidentially. Family and Domestic Violence Leave entitlements are communicated to employees upon commencement and throughout their employment.

Working with Children
GTNT Group works with many clients that are under the age of 18 and understands the importance of ensuring that all staff meet the requirements of the NT Governments Working with Children Clearance (Ochre Card). This is reflected in more detail in the Working with Children Procedure (HU-ST007).

Police Clearance
GTNT Group ensures positions that are contractually obligated, identified as a privileged user or position where it is an inherent requirement of their role, must obtain a National Police Clearance certificate prior to employment. Existing employees that require a National Police Clearance will be required to provide updated checks in order to retain employment with GTNT Group.

Citizenship Requirements for Privileged Users
GTNT Group is an open and inclusive employer of people from all diverse backgrounds. While GTNT Group values inclusivity, any role identified as a privileged user—defined as anyone with IT Administrator access to GTNT Group systems—must be held by an Australian Citizen or Permanent Resident.

For any internally identified roles involving privileged user access will be required to confirm their citizenship or residency status prior to employment, which will then be verified through the individual's tax file declaration submission once engaged.

This requirement also applies to any Managed Service Providers engaged by GTNT Group, who will be advised of these conditions for any personnel they assign with IT Administrator access.

Employee Leave
A range of leave entitlements are provided to GTNT Group employees, including those provided under the National Employment Standards, and additional benefits as outlined in the GTNT Groups Enterprise Agreement. These are defined in the Employee Leave Policy (HU-ST014-01).

Right to Disconnect
GTNT Group recognises employees' right to disconnect, respecting employees who chooses not to monitor, read or respond to contact or attempted contact outside of their working hours, unless their refusal is unreasonable. In some circumstances, it may be reasonable for an employee to be contacted due to the nature of their role i.e. senior management.

The Human Resources Policy references the procedures below that provide a strong and consistent approach to Human Resource Management:

Engagement
Recruitment and Selection
The recruitment and selection process has been designed to provide a flexible framework, which promotes best practice, adopts a proactive approach to equality and diversity issues and supports the company's business activities.

Pre-Employment
Screening
Prior to employment, background verification checks appropriate to the position's level of responsibility and access to sensitive information must be conducted for all employees, contractors, and third-party service providers. These checks may include criminal record checks, reference checks, and verification of academic or professional qualifications. The nature and extent of these checks will comply with relevant legal, regulatory, and ethical requirements and will be consistent with the risks associated with the position.

Terms of Employment
All employees will receive a formal offer letter or contract that clearly outlines their information security responsibilities. The employment agreement includes confidentiality clauses and a separate agreement to protect GTNT Group's sensitive information and a commitment to adhere to GTNT Group's policies and procedures.

Induction
A supportive and effective induction program welcomes newly appointed employees and accelerates a sense of acceptance and belonging to the organisation. Inductions deliver key information about the organisational culture, values and policies to guide responsible and appropriate behaviour and decision making.

Ethics and Behaviour
Code of Conduct
The Code of Conduct defines the standards of ethical and professional conduct that are required of all employees working at GTNT Group in any capacity. The Code of Conduct assists with building a positive workplace culture based on the core company values.

Company Values

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The company values work alongside the Code of Conduct and is held in high regard. All employees are expected to meet the company values, which fosters a culture of being collaboration, innovation, integrity, safety and respecting everyone.

Donations and Acceptance of Gifts
This policy (HU-ST020 Donations and Acceptance of Gifts) ensures clarity and consistency for the acceptance of gifts and donations (including fundraising) with the intent to avoid any conflict of interest.

Corporate Dress Standards
The Employee Corporate Dress Standards policy (HU-ST008) outlines the expectations of staff in regard to their dress and personal presentation in the workplace and while representing the company. Adherence to the policy ensures a professional and consistent image is maintained by employees.

Performance Reviews
The Performance Review Procedure (HU-ST011) supports the business to achieve its objectives and strategies by conducting annual reviews with each GTNT Groups employees. The review or appraisal process involves reviewing individual performance, conduct and productivity, as well as identifying growth and development opportunities. It is also an opportunity to provide positive feedback for achieving expectations.

Grievances
The Grievance Procedure (HU-ST023) states a clear and fair process for staff to raise a grievance, and to identify the employee responsible for settling the grievance. This is done in line with legislation such as the *Whistleblower's Protection* Act *2001*.

Employee Exit
The Exiting Employees Procedure (HUM-EM001) outlines the requirements and obligations when preparing to terminate employment with GTNT Group. This process ensures all necessary documentation is filed and company assigned items are returned. It also enables continuous improvement across the company through obtaining feedback through exit interviews.

Disciplinary Process
Where unacceptable performance or misconduct occurs, the Disciplinary Procedure (HU-ST024) provides a structure to ensure the disciplinary process is carried out in a fair and consistent manner. Disciplinary action, which may range from warnings to termination of employment, depends on the severity of the violation. This disciplinary process will be clearly communicated to all employees and contractors.

Retention

Employer of Choice
The employer of choice strategy for GTNT Group is to:
- Create a strong employment brand;
- Provide opportunities for skill and knowledge development;
- Foster recruitment practices to attract, screen and on-board staff; and
- Promote a culture of safety and well-being.

Training & Development
GTNT Group supports the development and growth of its employees. GTNT Group's procedure for Training and Development (HU-ST010), is to promote positional growth or progression into a desired career pathway within the company. The procedure is aimed at supporting and investing in staff for long-term retention and increasing versatile skilled employees within GTNT Group. This is also supported through the performance review process to initiate development and career pathway discussions through the appraisal review system.

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Employees and contractors must receive information security training during the onboarding process and at regular intervals thereafter. This training will cover GTNT Group's security policies, legal and regulatory requirements, the importance of protecting information, and their responsibilities in ensuring compliance. Additional role-specific training will be provided for employees handling sensitive information or performing critical security functions.

Well-being Allowance
The company recognises that the health and general well-being of staff is of prime importance to the operation of the company. The aim of the Health and Well-being procedure is to encourage staff to actively engage in pursuits that will improve their health and general well-being.

Employee Assitsance Program
GTNT Group promotes health and wellbeing in the workplace by providing employees with access to an Employee Assistance Program (EAP). Professional and confidential counselling services are available for work-related or non-work-related issues that may be of concern to employees.

Salary Level Criteria
The salary level criteria procedure acts as a guidance tool to assess position salary levels, identify inherent requirements and responsibility. The guide provides a generalised overview of each level and does not provide details for each position within GTNT Group; further detail is found within each individual functional statement.

Flexible Working Arrangements
GTNT Group is committed to providing a work environment where employees can achieve a balance between their work and outside responsibilities and needs. The company recognises that at different life stages, employees may seek to balance their work and outside needs (eg. study, family, community involvement) by using flexible work arrangements. We recognise that over the life course, those interests may vary, and the type of flexibility desired may also vary. We are committed to reasonably accommodating an employee's need for flexibility, subject to reasonable business needs.

Termination and Change of Employment

Termination
Upon termination of employment, employees and contractors must return all GTNT Group property, including access keys, devices, and any sensitive information in their possession. Access to information systems, physical premises, and other sensitive areas must be promptly revoked. A formal exit process will ensure that all security measures are followed during the termination, including the collection of any credentials or authentication tokens, deactivating accounts, and recovering any organisation issued devices or assets.

Change of Employment
When an employee or contractor changes roles within GTNT Group, their access rights and security responsibilities must be reviewed and adjusted as appropriate. Access to sensitive data and systems no longer required by the employee in their new role will be revoked, and new access rights will be granted in line with their updated responsibilities.

Post-Termination Responsibilities
Information security responsibilities and obligations that extend beyond the termination or change of employment, such as ongoing confidentiality, protection of intellectual property, and restrictions on the disclosure or use of GTNT Group information, shall be clearly defined, formally communicated to the individual, and remain legally enforceable. GTNT Group shall ensure that these duties are documented in employment or contractor agreements and reinforced during offboarding. Managers and relevant stakeholders shall be responsible for ensuring these obligations are understood and adhered to.

Monitoring and Review

This policy is reviewed and updated as needed in line with changes within the company and legislation that are directly relevant to this policy.

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