

This Policy is to be included in staff orientation and read carefully by the employee.

1. Reason

All employees are treated on their merits and performance regardless of race, age, gender, marital status or any other factor not applicable to the position.

2. Description

- 2.1** Employees are to raise concerns that may affect the work environment, performance and satisfaction of employment as outlined in the Grievance Policy.
- 2.2** Established business practice and procedures will be adopted in the recruitment process and ongoing staff management will occur throughout the employment.
- 2.3** Annual Performance Reviews will be scheduled and employees are required to provide feedback or concerns.
- 2.4** Regular meetings will occur for employees to provide any feedback.