

REMOTTEK Australia – Policy – Human Resources

The welfare of employees is an essential principle for REMOTTEK Pty Limited. We aim to provide all REMOTTEK Pty Limited employees with competitive terms of employment. All employees will be encouraged to play a full part in personal career development through progressive human resource and training arrangements. We are committed to equal opportunities and the avoidance of discrimination. Harassment will not be tolerated.

We will:

- provide safe conditions of work in accordance with REMOTTEK Pty Limited's policy on HSE;
- provide policies that cater for the diverse needs of our workforce;
- create an environment where employees are able to conduct business with the avoidance of illegal discrimination and harassment of any kind;
- offer employees a secure and confidential means of providing feedback to management without fear of reprisals;
- conduct annual performance and development reviews so that all employees engage in meaningful dialogue with their manager resulting in full development plans;
- continually review our global reward framework to ensure that it remains market competitive, aligns the interests of employees with those of the business and shareholders, and facilitates a 'pay for performance' culture;
- actively seek employees' views and feedback using surveys, focus groups and other appropriate communication channels;
- engage in collective and individual consultation as appropriate and depending on local conditions;
- provide specialist advice to enable employees to use professional recruitment and selection techniques that ensure fair and objective assessments of potential recruits from a diverse employment pool and career moves around the company;
- encourage employees to move across departments and international businesses to facilitate the sharing of best practice;
- Provide locally adapted frameworks that support staff well-being. This will include a range of work life balance initiatives, which are regularly reviewed against external best practice;
- encourage our contractors and partners to demonstrate the same level of commitment to the welfare of their staff;
- Ensure compliance with this standard through a process of education, review and audit.