



People

Group Policy

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Purpose:

BSA recognises our people are fundamental to our success and in order to ensure that our employees can contribute effectively to our organisational goals, BSA is committed to providing a workplace that enables all employees to enjoy a supportive, flexible and harmonious workplace, free of harassment and discrimination.

Responsibility, accountability, ethics, safety and respect for others are at the very heart of our efforts to support our employees and as such we are determined to ensure all employees have the capability and right to a fair and productive environment where they receive recognition, feedback and support. This Policy is supported by and supports the Code of Conduct and is part of the BSA Group Business Process Framework.

Objectives:

BSA seeks to achieve this purpose through:

- A governance structure compliant with relevant legislation, standards, procedures, agreements and other appropriate requirements
- A Code of Conduct which provides clear and concise direction in respect to expectations of workplace behaviour and accountability for all employees' decisions and actions
- Providing a set of values which clearly articulate behavioural expectations, and the incorporation of these values into our systems, practices and interactions with government, industry and stakeholders
- Requiring all our employees, directors and contractors to demonstrate a high level of personal and corporate ethical conduct in the workplace at all times; treating each other with respect, in an equitable and fair manner, acting with integrity, honesty and openness that prevents any opportunity for harassment, vilification or discrimination
- Supporting and acknowledging the importance of flexibility, inclusiveness and diversity in our workforce, ensuring that our people feel valued for their unique contributions
- Supporting, rewarding and recognising behaviour and achievement that advances and improves organisational performance and enhances BSA's reputation
- Building on the capability and excellence of our workforce through proactive recruitment and retention practices and strategies, with an emphasis on career and personal development
- Establishing a work environment and conditions that encourage, assist and motivate people to strive to achieve their full potential and maximise their performance within their roles
- Resolving disputes and workplace grievances by consultation, cooperation and discussion in a confidential manner
- Enabling employees to receive feedback on their performance, recognition of their achievements and identification of areas for further development
- Providing a safe and healthy work environment through consultation, communication, training, awareness and support for all employees
- Acknowledging the importance of and aspiring towards employees having a well maintained work/life balance
- Providing support to promote a workplace free from bullying, victimisation and harassment
- Investigating and taking action in the event of harassment or discrimination confidentially, impartially and effectively
- Making people management decisions on the basis of merit, competence and fit for role and NOT nepotism or patronage
- The provision of a confidential Employee Assistance Program allowing employees and their immediate families to receive counselling on a range of issues to assist to clarify, resolve or deal with any workplace and/or personal issues.
- The provision of a confidential Whistleblower service for the use of all those associated with BSA in order to report issues or concerns

Application:

This Policy applies to all BSA operations and covers all of our activities and services. The management teams have the accountability to understand and bring it to life.

The policy is owned by the Board and enacted through the Managing Director and will be reviewed biannually and/or updated as required due to changes in the business, its leadership or the environment within which we operate.



Nicholas Yates - Managing Director and Chief Executive Officer
BSA Limited – 31st January 2017

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