

Policy 3 – People and Culture

1. Application

This policy applies to all NQBP Personnel.

2. Policy

NQBP is committed to:

- Being an employer that fosters a culture in line with our values of integrity, respect, unity and excellence;
- Attracting staff who have the right skills and behaviours for NQBP in line with the future focus of the business, based on merit;
- Positively integrating new staff into NQBP through a supportive and informative on-boarding experience;
- Offering equal employment opportunities which promote equity and diversity;
- Offering employees where possible the opportunity for flexible work arrangements;
- Providing a harmonious workplace where employees can express constructive feedback about work-related matters;
- Creating a positive culture free from discrimination, bullying and harassment;
- Creating a performance culture through regular and frequent performance conversations between an employee and their manager;
- Recognising and rewarding our employees who demonstrate NQBP values and for outstanding performance;
- The ongoing development of a capable and competent workforce through training, continuous learning and on-the job development, to meet business objectives; and
- Fair and contemporary remuneration and employment conditions in line with employment law, government policy and other requirements applicable to NQBP.

For Executive appointments, remuneration, performance payments, contracts, employment notice and termination entitlements, refer to the 'Policy for government owned corporation chief and senior executive employment arrangements – version 2'.

3. Human Resources Management Policy, Procedure and Legislative Framework

As NQBP is a Government Owned Corporation, a port authority and is required to comply with its own policies and procedures, prescribed applicable legislation and State Government policies and procedures, this policy should be read in conjunction with:

1. Procedure 3.01 – Recruitment and Selection
2. Procedure 3.02 – Relocation
3. Procedure 3.03 - On-Boarding
4. Procedure 3.04 - Flexible working
5. Procedure 3.05 - Wellbeing and other benefits
6. Procedure 3.06 - Performance Management
7. Procedure 3.07 – Performance Coaching and Discipline
8. Procedure 3.08 - Grievance Resolution
9. Procedure 3.09 – Anti-Bullying, Harassment and Discrimination
10. Procedure 3.10 – Remuneration, Rewards and Recognition
11. Procedure 3.11 - Leave
12. Procedure 3.11A – Domestic Violence and Family Leave

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- 13. Procedure 3.12 – Learning and Career Development
- 14. Procedure 3.13 – Fair Wear and Tear
- 15. Procedure 3.14 – Termination of employment
- 16. Procedure 3.15 – Fitness for Work, Drug and Alcohol
- 17. Standard 3.01 - Corporate uniforms and dress standards
- 18. Policy 1 – Governance
- 19. Policy 2 – Compliance
- 20. *Government Owned Corporations Act 1993 (Qld)*
- 21. *Work Health and Safety Act & Regulations 2011 (Qld)*
- 22. *Fair Work Act & Regulations 2009 (Cth)*

4. Policy Review Date

This policy should be reviewed by 30 June 2021.

5. Definitions

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees and Contractors but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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