



Policy 3 – People and Culture

1. Application

This People and Culture Policy (this Policy) applies to all NQBP Personnel.

2. Policy

NQBP is committed to:

- Being an employer that fosters an inclusive culture in line with our values of integrity, respect, unity and excellence;
- Attracting employees who have the right skills and behaviours for NQBP in line with the future focus of the business, based on merit;
- Positively integrating new employees into NQBP through a supportive and informative onboarding experience;
- Promoting inclusion and diversity through balanced and just employment opportunities;
- Engaging and developing of Aboriginal and Torres Strait Islander peoples to reflect its commitment to its Reconciliation Action Plan:
- Implementing agile people management processes and actions to support a diverse workforce;
- Offering employees where possible the opportunity for flexible work arrangements;
- Providing a harmonious workplace where employees can express constructive feedback about work-related matters;
- Preserving a positive culture free from discrimination, bullying and harassment;
- Creating a high-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:

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				Page	Page 1 of 2
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1. Procedure 3.01 - Recruitment and Selection
2. Procedure 3.02 - Relocation
3. Procedure 3.03 - Onboarding
4. Procedure 3.04 - Flexible working
5. Procedure 3.05 - Wellbeing and other benefits
6. Procedure 3.06 - Performance Planning and Review
7. Procedure 3.07 - Performance Coaching and Discipline
8. Procedure 3.08 - Grievance Resolution
9. Procedure 3.09 - Workplace Behaviours
10. Procedure 3.10 - Remuneration
11. Procedure 3.11 - Leave
12. Procedure 3.11A - Domestic and Family Violence Leave
13. Procedure 3.12 - Learning and Development
14. Procedure 3.14 - Termination of Employment

4. Policy Review Date

This Policy should be reviewed by 30 June 2025.

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 of NQBP but does not include NQBP directors.

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

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