



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 connection, care, courage, and curiosity;
- 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 and sexual 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 Issued: 31 July 2024 '.

© North Qld Bulk Ports Corporation Limited ACN 136 880 218		Document	People and Culture Policy	Policy Sponsor	GMPSES
Version Control	Only electronic copy in HPE is controlled. To ensure any paper copy is current, please check the policy document list on ERIC.			Revision	5
				Document Number	E16/11273
				Page	Page 1 of 2
Approval	This policy requires Board approval.			Date Approved	16 April 2026



3. People and Culture 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 - Onboarding
4. Procedure 3.04 - Flexible working
5. Procedure 3.06 - Performance Planning and Review
6. Procedure 3.07 - Performance Coaching and Discipline
7. Procedure 3.08 - Grievance Resolution
8. Procedure 3.09 - Respect at Work: Preventing and Addressing Bullying, Harassment and Discrimination at NQBP
9. Procedure 3.10 - Remuneration
10. Procedure 3.11 - Leave
11. Procedure 3.12 - Learning and Development
12. Procedure 3.14 - Termination of Employment
13. Procedure 3.15 - Fitness for Work Drug and Alcohol
14. Procedure 3.18 – Talent Management and Succession Planning

4. Policy Review Date

This Policy should be reviewed by 16 April 2028.

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 136 880 218.

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.

© North Qld Bulk Ports Corporation Limited ACN 136 880 218		Document	People and Culture Policy	Policy Sponsor	GMPSES
Version Control	Only electronic copy in HPE is controlled. To ensure any paper copy is current, please check the policy document list on ERIC.			Revision	5
				Document Number	E16/11273
				Page	Page 2 of 2
Approval	This policy requires Board approval.			Date Approved	16 April 2026