
DOB ENTERPRISES PTY LTD

DOB Industrial Relations Management Policy IMS-544-00-POL



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
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Revision

0

Date

19.02.19

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Revision History

| Date | Rev | Modified By | Changes Made, Review History | Reviewed by | Approved by |
|----------|-----|------------------|------------------------------|-------------|-------------|
| 19.02.19 | 0 | Sunette Opperman | Creation | S Rupert | S Rupert |
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1 Commitment

DOB Enterprises Pty Ltd strives to continually improve the quality of its productivity, performance and services to enable continued growth in a competitive industry.

Our goal is to have open and transparent processes in all aspects of our dealings with employees, suppliers and subcontractors, encompassing all issues pertaining to industrial relations. Effective client, people and project management is based on open, honest relationships and realistic negotiations that are beneficial to both parties.

2. IR Objectives and Goals

DOB aspires to eliminate lost time, down time and unproductive work practices that arise through grievances or disputes pertaining to industrial relations.

We encourage proactive, two-way consultation between parties, with consideration of both parties' requirements, when faced with any issue relating to industrial relations. DOB is committed to:

- Compliance with state and federal industrial relations legislative instruments
- Maintaining an open relationship with our employees and any elected representatives on a project basis, and with other interested parties as appropriate.
- Accepting that the properly held interests of our clients always prevail, and that accordingly it is the client who may, in some cases, determine actual industrial relations arrangements.
- Advising clients of DOB, during the progress of the work, and within 24 hours of becoming aware, of any industrial relations or OH&S matter which may have an impact.
- Respecting the national freedom of association laws.
- Employment practices that ensure equal opportunity and shall not be discriminatory.
- DOB will make sure that employees and those applying for employment receive fair and unbiased treatment. We are determined to provide a working environment free from discrimination or victimisation in accordance with the principles promoted by the Acts of Parliament.
- Encouraging all contractors/clients to comply with applicable awards and workplace arrangements, whilst recognising their right to have their own industrial relations policies and arrangements. DOB will from time to time request that contractors/clients to provide evidence of compliance with relevant Industrial Relations practices.

3. Responsibilities

DOB has an active Director who works in the business on a day-to-day basis, involved in all aspects of contract negotiations at all levels and often act as project managers for contracts.

As such, they become the first and ultimate point of contact for all issues pertaining to industrial relations. Effective communication between all stakeholders and DOB is a priority and is



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encouraged through open access to the Director via face-to-face meetings, electronic and written communications and telephone contact.

The Director can be contacted by the following methods:

- Phone 1300 854 622
- Email feedback@mbcrecruitment.com.au
- Post: PO BOX 1405, Port Macquarie NSW 2444

4. Freedom of Association

DOB acknowledges that employees and sub-contractors have a right to belong or not to belong to any industrial association they choose, without it affecting their employment. For employees "industrial association" generally refers to a union. This means that, all things being equal, an employee who is a member of a union (or other association) should not be treated less favourably than an employee who is not a member of a union. The reverse is also true.

5. Dispute Resolution and Grievance Procedure:

All parties are required to make every effort to resolve grievances or disputes with their employees and applicable parties at the appropriate level, in accordance with the procedure outlined in the relevant award or workplace arrangement.

The parties are committed to continue working towards the elimination of lost time through close consultation and cooperation with those directly affected, and through the effective operation of these Grievance/Disputes Settlement Procedures as outlined in the Grievance, Feedback and Complaints Management Policy.

6. Relevant Policies

Following is a list of relevant Procedures and Policies

| DOCUMENT TITLE | DOCUMENT NO |
|----------------------|------------------|
| Quality Policy | IMS-100-06-POL |
| WHS Policy | IMS -101- 05-POL |
| Environmental Policy | IMS -102- 06-POL |
| Compliance Manual_V6 | IMS-201-06-MNL |
| Policy Manual Cover | IMS-202-04-MNL |



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| DOCUMENT TITLE | DOCUMENT NO |
|--|----------------|
| Employee Recruitment Procedure | IMS-305-10-PRO |
| Training and Competency | IMS-308-09-PRO |
| Procedure for Consultation and Communication | IMS-312-06-PRO |
| Procedure for Injury Rehabilitation/ Return to Work | IMS-314-05-PRO |
| Procedure for Emergency Response | IMS-315-07-PRO |
| Procedure for Incident Management and Reporting | IMS-316-07-PRO |
| Feedback And Complaints Procedure | IMS-322-03-PRO |
| Customer Feedback Form | IMS-408-06-FOR |
| Relevant Acts and Legislation Register | IMS-430-06-FOR |
| Return to Work Plan | IMS-450-04-FOR |
| EAP- Employee Assistance Program Policy | IMS-500-01-POL |
| DOB Attendance Policy | IMS-501-02-POL |
| DOB Disciplinary Procedure Policy | IMS-502-00-POL |
| DOB Equipment and Software Policy | IMS-503-00-POL |
| DOB Working from Home Policy | IMS-504-00-POL |
| DOB Uniform Policy | IMS-505-00-POL |
| DOB Drug and Alcohol Policy | IMS-506-01-POL |
| DOB Workplace Surveillance Policy | IMS-507-00-POL |
| DOB Governance Adjustment Policy | IMS-508-00-POL |
| DOB Grievance, Feedback and Complaints Management Policy | IMS-509-00-POL |
| DOB Code of Conduct Policy | IMS-510-00-POL |
| DOB Chemical Management Policy | IMS-511-00-POL |



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| DOCUMENT TITLE | DOCUMENT NO |
|--|----------------|
| DOB Compliance Policy | IMS-512-00-POL |
| DOB Consultation and Communication Policy | IMS-513-00-POL |
| DOB Contractor Management Policy | IMS-514-00-POL |
| DOB Emergency Management Policy | IMS-515-00-POL |
| DOB Equal Employment and Anti-Discrimination Policy | IMS-516-00-POL |
| DOB Equipment and Plant Policy | IMS-517-00-POL |
| DOB Fatigue Management Policy | IMS-518-00-POL |
| DOB Fire and Evacuation Policy | IMS-519-00-POL |
| DOB First Aid Policy | IMS-520-00-POL |
| DOB Incident/Accident/Hazard/Near Miss Reporting Policy | IMS-521-00-POL |
| DOB Information Security, Confidentiality and Privacy Policy | IMS-522-00-POL |
| DOB Inspection and Testing Policy | IMS-523-00-POL |
| DOB Manual Handling Policy | IMS-524-00-POL |
| DOB Mobile Phone Policy | IMS-525-00-POL |
| DOB Personal Protective Equipment Policy | IMS-526-00-POL |
| DOB Risk Management Policy | IMS-527-00-POL |
| DOB Sexual Harassment Policy | IMS-528-00-POL |
| DOB Smoke Free Policy | IMS-529-00-POL |
| DOB Social Media and Electronic Communication Policy | IMS-530-00-POL |
| DOB Stress Management Policy | IMS-531-00-POL |
| DOB Sun Smart Policy | IMS-532-00-POL |



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| DOCUMENT TITLE | DOCUMENT NO |
|---|----------------|
| DOB Training, Competency and Awareness Policy | IMS-533-00-POL |
| DOB Vehicle- Company and Private Policy | IMS-534-00-POL |
| DOB Waste Management Policy | IMS-535-00-POL |
| DOB Whistle Blowing Policy | IMS-536-00-POL |
| DOB Workplace Bullying Policy | IMS-537-00-POL |
| DOB Workplace Rehabilitation Policy | IMS-538-00-POL |
| DOB Workplace Violence Policy | IMS-539-00-POL |
| DOB Young Worker Policy | IMS-540-00-POL |
| DOB Nursing Staff Compliance Policy | IMS-541-00-POL |
| DOB Conflict of Interest Policy | IMS-542-00-POL |
| DOB Customer Service Policy | IMS-543-00-POL |



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