



POLICY	HUMAN RESOURCES & CULTURE		
DOCUMENT REF	PS HYC 01	EFFECTIVE DATE	11 Feb 2021
RESPONSIBILITY	Board / EO	REVISION NO.	Version 1

Purpose and Scope

The Human Resources & Culture Policy provides a framework for fair, equitable and consistent management of HR responsibilities to ensure effective outcomes for all Hut Staff. It pertains to the employment process, induction, training, performance, discipline, security, professional development, retention, care and review processes for all staff and workers and the culture in that they work.

It is consistent with the 'National Standards for Involving Volunteers in Not-for-Profit Organisations' (developed by Volunteering Australia) and the 'Australian Service Excellence Standards'.

Our Human Resources & Culture Policy applies to all current and prospective Hut workers, clients, program participants and visitors.

Definitions

Human Resource Management	Is the strategic approach to the effective management of all people in an organisation. It is designed to maximise workers performance in the service of an employer's strategic objectives.
Employees	Paid staff
Staff	Employees and volunteers
Worker	Any person who carries out work for the Hut, including work as a staff member (employee or volunteer), contractor, subcontractor, self-employed person, apprentice or trainee, work experience student or employee of a labour hire company.

Background

The Hut's values underpin the Human Resource Management Policy. These values reflect The Hut's commitment to its workers, the recognition of the value of diversity and the rights to equity, respect, integrity and dignity in an environment that supports a healthy and safe environment, free from discrimination and harm.



Policy

The Hut promotes a culture where staff can function to the full extent of their abilities and where teamwork, excellence in service provision and collaborative partnerships aid high performance, accountability, efficiency and effectiveness.

The Hut commits to treating everyone with fairness and respect, welcoming the richness and diversity of a broad range of contributions and talents. This is reflected in The Hut's Code of Conduct and values.

The Hut is an equal opportunity employer and as such, employs equity in its recruitment, advancement and benefits without discrimination due to protected characteristics. It embraces diversity and encourages innovation at all levels of the organisation, supporting staff to take measured risks. As an organisation that commits to continuous improvement practices,

The Hut takes a parallel stance in its approach to delivery of services and programs and the way it supports and manages its HR procedures and guidelines.

Objectives

The Hut is committed to:

- providing sufficient resources to enable the human resource management system to be effectively implemented, maintained and reviewed.
- establishing a work culture that is healthy, purposeful and supportive, being conscious of a healthy work-life balance for staff.
- attracting, recruiting and retaining the best possible candidates for available positions.
- establishing, implementing and effectively communicating sound policies and procedures that treat everyone with dignity and equitably while maintaining compliance with Federal and State Legislations.
- Review, consultation with, and feedback from, its people to maintain continuous improvement practices,

Responsibility

The Board is responsible for:

- the resourcing necessary for the implementation of this policy.
- budget approval for paid employment.
- recruitment and performance management of the Board and Executive Officer (EO).

The Executive Officer:

- is responsible for all staff HR functions and performance.



Related Documents	<i>Discrimination, Harassment & Bullying Procedures</i> <i>Discipline Procedures</i> <i>Grievance Procedures</i> <i>Performance Review Procedures</i> <i>Recruitment, Selection, Induction & Exit Procedures</i> <i>Suitability Risk Assessment Procedures</i> <i>Support and Feedback Procedures</i> <i>Training and Development Procedures</i> <i>Volunteer Recognition Procedures</i>
Legislation & References	<i>Disability Discrimination Act 1992</i> <i>Dog and Cat Management act 1995</i> <i>Carers Recognition Act SA 2010</i> <i>Equal Opportunity act 2010</i> <i>Equal Opportunity Act SA 2014</i> <i>Fair Work (Registered Organisations) Act 2009</i> <i>Long Service Leave Act 1987</i> <i>Long Services Leave Regulations 2017</i> <i>Public Interest Disclosure act 2018</i> <i>Regulations 1986</i> <i>Racial Discrimination Act 1975</i> <i>Sex Discrimination Act 1984</i> <i>The Australian Human Rights commission act and Regulations 1986</i> <i>Volunteer Protection Legislation 2001 SA</i> <i>Volunteer Protection Regulations 2019</i> <i>Workplace Gender Equality Act 2012</i>

Signed on behalf of Hut Board by Hut Chair:

Name: Loraine F Scheide

Signed:

Date:

Date Approved by Board: February 2021

Next Review Date: February 2024