



**INDUSTRIAL RELATIONS POLICY**  
**VERSION NUMBER: 1.2**  
**ISSUE DATE: 10/02/2022**  
**DATE OF LAST REVIEW: 21/09/2022**

## **Policy Commitments**

Northern Edge Studio strives to improve the quality of productivity, performance, and services to ensure continual industry growth. We aim to be transparent and open about all of our dealings with employees, suppliers, contractors, sub-contractors, and clients. Our project management is based on open communications, honest relationships, and realistic relations which benefit all parties involved.

## **Objectives and Goals**

Northern Edge Studio aims to eliminate unproductive work practices such as lost time from industrial relations disputes. We aim to foster an environment of open communication between all parties involved in our projects.

Northern Edge Studio is committed to:

1. Compliance with state and federal industrial relations legislative instruments
2. Maintaining open relationships with employees on each project
3. Accepting that in some cases, the client may determine industrial relationships
4. Advising clients and other relevant parties within 24 hours of any industrial relations or OH&S matter which may impact on the project
5. Respecting the national freedom of association laws as documented in Part XA of the Workplace Relations Act 1996
6. Ensure all employment practices are of equal opportunity and without discrimination
7. Unfair discrimination and sexual harassment is prohibited in Australia by the Equal Opportunity Act 1995 (Vic) and three Federal Acts: the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992. Prebuilt 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 above Acts of Parliament
8. Ensuring that all contractors and sub-contracts comply with applicable awards and workplace arrangements, while understanding their own rights for industrial relation policies and arrangements.

## **Policy Responsibilities**

Any issues relating to issues of industrial relations pertaining to Northern Edge Studio should be reported to the director, Paul Cooksey.

## **Right of Entry**

Northern Edge Studio acknowledges the right of entry to union officials who hold valid entry permits to enter their business for specific purposes:

1. To investigate a suspected breach of the Fair Work Act 2009 (Cth) (FW Act) or a term of a fair work instrument such as a modern award or enterprise agreement and the suspected breach affects or relates to a member of the official's union who performs works on the site and the official's union is entitled to represent the member's interest.
2. To hold discussions with employees that the permit holder's union is entitled to represent, perform work on the site and wish to participate in these discussions.

Perform inspections and other functions under OHS laws of a state or territory Before entering a site, the union



official must hold a valid federal permit and provide at least 24 hours written notice of entry unless entry is under an occupational health and safety (OHS) law.

Management of Right of Entry is subject to the relevant provisions outlined in state and federal laws.

### **Responsibilities**

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.

### **Application**

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

### **Scope**

The version of this policy applies from the sign-off date.

It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.