



Employee Relations Policy

Karratha Building's Employees ("Our People") are our most important assets. We recognise that sound and effective Employee Relations are an integral part of the success of Karratha Building's commercial operations. We are therefore committed to building strong relationships with Our People which are based on trust and mutual respect.

Our goal is to create harmonious professional relationships within our business. We do this through engaging with Our People, and encouraging Our People to engage with each other, in a way that is respectful, well considered, open, transparent and always lawful. We have implemented across our business a Code of Business Conduct and a number of policies and procedures to ensure that our goal is achieved.

Copies of these documents can be accessed on request. If you are unsure about your obligations, speak to your supervisor, HSE or management team. Your failure to comply with them will be grounds for disciplinary action to be taken against you, including potentially dismissal.

All of Our People are responsible for developing and maintaining strong relationships with the people in our businesses. We therefore expect Our People to always behave in a manner consistent with this Policy Summary and to follow our reasonable and lawful directions. We also expect our managers to actively participate in the resolution of disputes and grievances regarding the conduct of Our People.

We also require Our People to actively practice the following key principles: -

Compliance:

Always ensure that all activities in which you engage are legal and that they comply with our Code of Business Conduct and applicable policies and procedures. When engaging in activities on one of our client's sites, always comply with our client's lawful requirements.

Communication:

Contribute to effective communication by sharing information openly with each other, engaging in respectful consultation and actively listening to others.

Respect:

Always treat people fairly and equitably, considering their individual needs, similarities and differences.

Integrity and Honesty:

Develop trust by exercising openness, integrity and honesty in everything you do.

Being an employer of choice and making our workplaces enjoyable, satisfying places for Our People can only be achieved by actively implementing our policies and doing so consistently. This requires a commitment from all of us to make it part of the way we do business.

Signed.....
Managing Director

Date.....15/3/2016