



## POL 07 Human Resources



www.helpinghand.org.au

### Policy Statement

The Board and the Executive of Helping Hand Aged Care recognise that people are the organisation's most valuable resource in achieving its Mission. This recognition will be demonstrated by:

- / Strategically planning to maintain a workforce that aligns with the changing needs of the organisation and its clients.
- / Ensuring that all personnel practices are conducted according to the principles of access and equity, fairness and natural justice.
- / Ensuring that the educational and developmental needs of staff are regularly and systematically identified, and that resources are made available to address identified needs.
- / Ensuring that regular performance management enables all staff to develop professionally and to contribute towards achieving the organisation's goals.
- / Maintaining a desirable staff and organisational culture that ensures Helping Hand Aged Care is an employer of choice.
- / Providing a high level of support to volunteers in recognition of their significant contribution to improving quality of life for clients.

### Reason

Supports the HHAC Mission, objectives and Six Year Organisational Plan; Maintains compliance with Fair Work Act 2009; Affirmative Action (Equal Opportunity for Women) Act 1986; Disability Discrimination Act 1992; Equal Opportunity Act 1984; Long Service Act 1987; Racial Discrimination Act 1997; Workplace Relations Act 1996; Superannuation Guarantee Charge Act 1992; Aged Care Act 1997.

### Responsible people

Managers have a responsibility for implementing human resource practices fairly and effectively. All staff have a role in maintaining a desirable staff culture.

### Status

Version no.	Approved by	Approval date	Last reviewed
1	Board	June 2006	August 2015