

ENSURE YOUR POLICY DISPLAYS YOUR COMPANY LOGO / NAME

Commitment to Fair Employment Practices Policy

Purpose

Outline the purpose of the policy.

Example: The purpose of this policy is to confirm <Business Name> commitment to fair employment practices.

Scope

This outlines who the policy applies to. If necessary, identify which employees or what parts of the workplace this policy applies to

Example: This policy applies to all management and staff

Policy Statement

Outline your commitment in more detail

Example: <Business Name> is committed to upholding all laws that apply to our workforce. This includes the Fair Work Act, the Immigration Act and work health and safety legislation (you should also include any relevant awards that apply).

<Business Name> commits to maintaining a cooperative and consultative approach with all employees and recognises and respects workers' right to freedom of association and to collectively bargain

Signature

<Name>

<Position>

Tips:

- Use simple language so that all members of your business can follow the guidelines easily
- Keep it clear and to the point to avoid confusion
- Your Policy Statement must only reflect what your business actually commits to

Definitions:

- **Right to Freedom of Association:** protects the right of all persons to group together voluntarily for a common goal and to form and join an association (eg. trade unions, professional or sporting clubs)
- **Collective Bargaining:** is a process of negotiation between employers and a group of employees

Include the date the policy was made and any reviews / future review dates if applicable