

**Employee  
Policy & Procedure  
Manual**



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## A. CODE OF CONDUCT OF HANUMAN

At Hanuman we do business with the highest standards of honesty, integrity, respect and fairness. We require that all of our employees do this too.

We support these ideas of 'Good Character':

1. **Honesty** - being truthful and straightforward
2. **Integrity** - being principled and honorable, leading by example
3. **Promise Keeping** - being reliable and keeping to agreements
4. **Fidelity** - being loyal and keeping private information secret
5. **Fairness** - being equal, open-minded, willing to admit mistakes and to change our mind
6. **Caring for others** - being polite, prompt, decent, compassionate, and respecting the dignity and privacy of others
7. **Good citizenship** - being law abiding, democratic in decision-making, protecting the environment, and respecting the cultural heritage of others,
8. **Pursuit of excellence** - being committed and doing the best we can
9. **Accountability** - accepting responsibility and avoiding anything that looks like wrong-doing

Hanuman keeps to federal, state and local Government laws and regulations and legal obligations, and requires all employees to do the same.

**This Code sets the standard for all employees.**

Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in dismissal.

If you break the law, then government authorities or the police will be notified.

**This is what is expected of employees of Hanuman:**

- Professional conduct at all times
- Treat all fellow employees and clients with courtesy and respect.
- If a dispute happens with anyone, try to resolve the issue with that person first. Do not talk about the issue with other staff in a way that encourages rumour and misinformation, or harms anyone.
- Do not harass other employees or clients.
- Ensure that all dealings with employees and stakeholders are honest, fair and equitable.
- Maintain confidentiality of stakeholder and staff information at all times.
- Always respect the culture of the custodians of the land we work on and acknowledge traditional ownership.
- Always acknowledge other people's work and ideas.
- Do not discriminate because of sex, race, disability, pregnancy, age, marital status, or sexual preference.
- Do not use drugs or alcohol at work or come to work affected by them.
- Do not use company computers for personal use, except if allowed in company policy.
- Do not use the internet access to view or download sexually explicit material.



- Do not use email to send sexual, rude, or harassing material.
- Do not use work time or Hanuman information for private gain.
- Do not discuss Hanuman information with outsiders or media without full permission from the Directors.
- Do not lie or fake reports.
- Always put safety first and do your best to follow health and safety requirements.
- Keep all environmental standards.
- Do not break laws, or allow others to.
- Ensure that you tell Hanuman of any conflict of interest between your job and any outside activity.
- If a uniform is provided, wear it only while at work and not for personal activities.

### **COMMITMENT TO THE VALUES**

*Before you work for Hanuman you should agree with these values:*

I am 100% committed to a high level work ethic to ensure that Hanuman attains success, to develop my own skills and ability and to build a strong team.

#### **Work Ethic**

- I am punctual, reliable and turn up at work every working day.
- I come to work clean and sober, no alcohol, no drugs.
- I do a full day's work for a full day's pay.
- I don't spend work time making personal phone calls, except in emergencies.
- I don't surf the net, send private messages or play computer games when I am supposed to be working.
- I use leave properly, and give notice when I take leave.
- I only use leave for the correct purpose - e.g. sick leave is only for genuine illness.

#### **Leadership**

- I practice a positive attitude.
- I welcome others to Country.
- I maintain confidentiality at all times.
- I use appropriate language.

#### **Team Work**

- I am committed to participate in team work.
- I use initiative and set a positive example for others
- I walk tall and proud.
- I value my own personal contribution.

#### **Presentation**

- I wear the Hanuman uniform to work when required.
- If I wear the Hanuman uniform I will keep it neat and tidy.
- I abide by Workplace Health and Safety regulations in regards to clothing requirements



**Respect**

- I listen to others' point of view.
- We respect each other.
- I care for, maintain and respect our equipment, our environment and resources.
- I respect the line of management.

**Encouragement**

- I support others to achieve their goals.
- I am self-motivated.

I,....., hereby acknowledge that I have read and understood the above code of conduct, and agree to keep to this code in my employment or placement with HANUMAN.

I acknowledge that my Performance Review will look at how well I follow this code of conduct.

Signed .....

Dated ..... / ..... / 20.....

Supervisor Name.....

Supervisor Signature.....



## **B. Recording Work Times**

All employees need to record their work times accurately. For those employed on the Working on Country Program the official hours for work are below. Hanuman may vary work hours providing they do not exceed the total of **76 hours per fortnight**.

We use Time Books to record your hours of work, and to calculate your pay. All employees will write each day their start, meal break and finish times in the official Time Book in this way:

*What do you need to do?*

- Write the starting time in the Time Book when you start each day and initial,
- record any meal breaks you took or absences from work, and
- Write the finishing time in the Time Book when you finish your day and sign your name.

Your Line Manager will total the hours each pay period and authorise each employee's total. No pays will be processed unless the Line Manager has authorised the Time Book.

*What must you not do?*

You must **not**:

- Fill out your whole Time Book at the end of the pay period. Instead, you must fill it out as you go each day.
- Make any changes to the original entry in the Time Book unless signed off by the CEO.
- Tell lies in official Time Book entries.

*What happens if there is a mistake on your Time Book and you are underpaid?*

If there is a mistake and you get overpaid, then we will adjust your pay in the next pay period. But if there is a mistake and we underpay you, then we will adjust your pay as soon as possible.

See your Supervisor immediately if you think there is a mistake in your pay.

*Taking Leave*

Any time you take leave you must follow the leave procedure and lodge a leave form. No leave will be paid to employees who fail to fill in a leave form and have it authorised by the CEO. With no leave form, pay will be calculated on the hours recorded in the official Time Book.

*Absence from Office*

Officers must tell their supervisor and the Administration Assistant of his/her absence when leaving the office and give an indication of their return time.

The staff movement notice board will be used to record absence from the office.



**Rostered Day Off (RDO)**

Ranger staff work a 9-day fortnight with a Rostered Day Off (RDO) every second Friday, in the same week as pay day. The work hours are 8.5 hours a day for 8 days, then 8 hours on the second Thursday (pay day).

On public holidays staff are paid for the hours they would normally work on that day. If a normal RDO is a public holiday then staff can take the next working day off.

**HANUMAN – RANGER FORTNIGHTLY WORK HOURS (76 HOURS)**

<b>WEEK 1</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Morning Start	7.30am	7.30am	7.30am	7.30am	7.30am
Morning Tea	15mins	15mins	15mins	15mins	15mins
Lunch	12.00pm	12.00pm	12.00pm	12.00pm	12.00pm
Break	30mins	30mins	30mins	30mins	30mins
Afternoon Start	12.30pm	12.30pm	12.30pm	12.30pm	12.30pm
Afternoon Tea	15mins	15mins	15mins	15mins	15mins
Day End	4.30pm	4.30pm	4.30pm	4.30pm	4.30pm
	<b>8.5 hours</b>	<b>8.5hours</b>	<b>8.5 hours</b>	<b>8.5hours</b>	<b>8.5 hours</b>
<b>Total Hours Week 1 is 42.5</b>					
<b>WEEK 2</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Morning Start	7.30am	7.30am	7.30am	7.30am	<b>RDO</b>
Morning Tea	15mins	15mins	15mins	15mins	
Lunch	12.00pm	12.00pm	12.00pm	12.00pm	
Break	30mins	30mins	30mins	30mins	
Afternoon Start	12.30pm	12.30pm	12.30pm	12.30pm	
Afternoon Tea	15mins	15mins	15mins	15mins	
Day End	4.30pm	4.30pm	4.30pm	4.00pm	
	<b>8.5 hours</b>	<b>8.5 hours</b>	<b>8.5 hours</b>	<b>8 hours</b>	
<b>Total Hours Week 2 is 33.5</b>					



## C. Leave Entitlements and Policy

### 1. Application for Leave

- a) All Hanuman employees taking leave must complete a leave form.
- b) In the case of sick leave employees must complete the form within 36 hours of return to work.
- c) In the case of annual and other leave the application must be completed and approved by the CEO **before** the leave is taken.

### 2. Absence from work

- a) An employee who is unable to attend work must notify their **supervisor** as soon as possible.
- b) Any employee who is not at work during work hours, and does not lodge a leave form within 48 hours of missing work, may be deemed to be on *leave without pay*, and will have their wages cut for that time.
- c) Being repeatedly absent without explanation is unsatisfactory performance and may lead to dismissal.

### 3. Annual Leave

- a) Full time employees are entitled to twenty-five (25) working days paid leave of absence for recreation for each twelve (12) months completed service. A 17.5% leave loading bonus will be paid on twenty (20) days per year of completed service.
- b) Part time employees are entitled to a percentage of the usual leave equal to the percentage of full time hours that they work.
- c) Annual Leave is accrued in hours on a pro rata basis in each pay period. Annual Leave is accumulated from year to year if unused.
- d) The Organisation may limit your accrual of leave to one year's leave. If the Organisation requires you to take leave at any time it will give you four weeks' notice to take it.
- e) Employees shall complete a leave form and submit to the CEO no less than two weeks in advance of requested dates. Longer notice of leave is encouraged.
- f) Leave will be granted by the CEO subject to operational requirements. In other words completing an application for leave does not mean the automatic approval of the requested dates.
- g) Due to restrictions on our Ranger operations during the Northern Wet Season, Hanuman Ranger staff shall as far as possible take annual leave during the Wet Season (January – March).

### 4. Sick Leave

- a) Permanent employees will accrue sick leave credit on a pro-rata basis at the rate of ten (10) days per year of completed employment. Sick Leave is accumulated from year to year if unused. Unused sick leave will not be paid out on termination of employment.
- b) Five (5) non consecutive days sick leave may be taken in each year without a medical certificate. If an employee is away for two consecutive days, or more than five (5) days in one year, then a medical certificate is required.
- c) Sick leave without pay may be granted, at the discretion of the Chief Executive Officer, where sick leave credits is finished.

### 5. Bereavement Leave

- a) Employees may take up to three (3) days paid compassionate leave to attend the funeral of their immediate family or attend to other close family business.





- b) If an employee has utilised their paid bereavement leave then the CEO may grant unpaid leave for bereavement but there will be no more than three (3) days paid bereavement leave for an employee each year.

**6. Parental Leave**

- a) Parental leave will be paid in line with the *Fair Work Act*.

**7. Special or Emergency Leave**

- a) In cases of family emergency, two (2) days unpaid carer's leave is available as set out in the *Fair Work Act*.
- b) If an employee has used all ordinary leave entitlements, the CEO may at their absolute discretion grant an employee unpaid leave in special circumstances.

**Sample Leave Form**



**DJUNBUNJI Limited**  
 ABN 65 138 605 259

RN 1928 Pine Creek Road  
 East Trinity QLD 4871  
 PH 07 4056 8283 Fax 07 4056 8284

<b>LEAVE APPLICATION FORM</b>
Please complete and give to your Supervisor

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

WORK TEAM: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

TYPE OF LEAVE: please tick one

Annual (Holiday) <input type="checkbox"/> <small>(5 wks or as per contract)</small>	Sick (if medical reason) <input type="checkbox"/> <small>(10 days per annum) Doctor Cert: Yes <input type="checkbox"/> No <input type="checkbox"/></small>
TOIL (Time off in Lieu) / PDO <input type="checkbox"/>	Bereavement <input type="checkbox"/>
Meeting or Training <input type="checkbox"/>	Parental <input type="checkbox"/>
Leave without pay <input type="checkbox"/>	Special <input type="checkbox"/>
For leave other than annual or sick, please describe: ..... .....	

Amount of Leave Requested ..... Days ( ..... Hours)

Leave to start Day ..... Date ..... / ..... / ..... (Time .....)

Leave to end Day ..... Date ..... / ..... / ..... (Time .....)

Supervisor to complete: approved  not approved

Supervisor's signature: \_\_\_\_\_

This form must be handed into the payroll officer a week prior to payday to provide enough time for holiday pay to be included in the pay.

Holiday pay will be paid in the normal pay cycle. Holiday pay will only be given for up to 2 weeks in advance, outstanding amounts will be paid in the usual pay cycle.

<b>Office Use Only</b> Amount of leave due _____ Other Comments _____ _____
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## **D. Phone and Computer Policy**

### **TELEPHONE & FACSIMILE USE**

#### **Purpose**

To provide guidelines for use of telephones and facsimiles.

To ensure that communication resources are used in the most efficient manner and only for Hanuman business.

#### **Scope**

This policy applies to all staff of Hanuman and any Board or Committee member who is given access to the telephones and facsimiles.

#### **Telephone and Facsimile Usage**

The telephone and facsimile must only be used to carry out official duties and to contribute to the goals of Hanuman.

Individuals are personally responsible for using phones for business purposes only. Managers and supervisors are responsible for ensuring that their staff use the telephone and facsimile appropriately.

Employees that wrongly use the telephone and facsimile must explain their actions and may face disciplinary warning.

Inappropriate use includes:

- using the phone or fax for commercial purpose or financial gain;
- using the phone or fax for criminal or illegal purposes;
- using the phone or fax for political lobbying;
- using the phone or fax for harassment or invasion of privacy;
- sending any information which infringes the rights of other persons or any information of an abusive, profane or pornographic nature;
- publishing any information which infringes State or Commonwealth Anti-Discrimination Law;
- sending anonymous messages or chain letters.

Views expressed on the phone or fax must be in accordance with the Hanuman Policy Manual and/or decisions of the Board.

#### **Mobile Phones**

Company mobile phones should be used within the available plan limits.

Staff must not buy mobile phones or set up contracts without written approval.

Mobile phones should be turned off or to silent during meetings.

#### **Personal Calls**

Incoming personal calls are permissible if they are short and kept to a minimum, and no clients/visitors are there. It is expected that personal calls would be rare at work. If an employee needs to make a personal call on company phones or to send personal faxes then prior approval is needed from the CEO.

#### **Facsimiles**

The Administration Officer / Receptionist is to deliver incoming faxes to the correct person.



## **COMPUTER USE**

### **Purpose**

To provide guidelines for use of information technology.

To ensure that information created or accessed by personal computers is shared as a corporate resource.

To ensure that Internet access is only for Hanuman business and for appropriate information exchange via e-mail.

### **Scope**

This policy applies to all staff of Hanuman and any Board or Committee member who has access to a company computer.

## **INTERNET AND E-MAIL USE**

The Internet and email must only be used to carry out official duties.

Private use of the company internet is allowed for up to 20 minutes per day outside working hours. Other private or unauthorised use of the Internet is not permitted.

Individuals must control the use of their Internet access and are personally responsible for keeping their log-on password secure. Supervisors are responsible for ensuring that their staff use the Internet and email appropriately. Employees must provide the CEO with their access password.

Employees identified as having incorrectly or inappropriately used the Internet or email must explain their action and may face disciplinary warning.

Inappropriate usage includes using the internet or email for:

- Commercial purpose or financial gain
- Breaking any law
- Political lobbying
- Harassment or invasion of privacy
- Vandalism of data sources including the introduction of viruses
- Publishing or accessing any information of an abusive, rude or pornographic nature
- Sending anonymous messages or chain letters

Comments made on the Internet through e-mail, newsgroups or publishing must be in accordance with the Hanuman Policy Manual and/or decisions of the Board.

## **EXTERNAL EMAIL**

- All messages should designate the name and position of the sender.
- E-mail should be checked regularly and unwanted messages deleted.



## E. Motor Vehicle Policy

### Scope

This policy applies to all Board members, the Chairperson, the Chief Executive Officer, and all permanent, temporary and casual employees of Hanuman.

It works together with the Occupational Health and Safety Policy.

### 1. THE DRIVER

Only licensed drivers are permitted to drive company vehicles. A photocopy of your license must be held on file. As your license expires and is renewed a new copy must be filed.

Seat belts must be worn at all times and all other road rules complied with.

Smoking is NOT permitted in any Hanuman vehicle. Eating in the vehicle is discouraged except in unusual circumstances.

Alcohol or illicit drugs are NOT to be consumed or carried in any Hanuman vehicle. Vehicles are not to be driven if the driver is under the influence of alcohol, or any illicit substance.

#### **Private use of Hanuman vehicles is not permitted.**

All employees driving company vehicles are required to complete the **official log book** kept in the vehicle. Employees who do not complete the log book may be suspended from driving company vehicles.

Any damage or accident must be reported immediately to your supervisor or the CEO of Hanuman. Accidents should be reported to police as set out in Section 3. If the driver is negligent any damage caused in an accident may be the responsibility of the driver (see Section 4).

All vehicles are to be garaged at the Hanuman premises overnight. Any exceptions to this rule must be approved by the CEO, or an authorised delegate.

Any maintenance or servicing request should be brought to the attention of the Administration Officer who is responsible for all vehicle maintenance and will deal with requests appropriately.

Check on a daily basis that the fuel, oil and water levels are within limits.

All vehicles are to be cleaned inside and out at least once per fortnight and operated within the acceptable use guidelines (see section 2).

### 2. ACCEPTABLE USE GUIDELINES

Hanuman vehicles are to be used so as to minimise unnecessary vehicle expenses and maximise use of funds for our program activity.

- 2.1. All road rules must be complied with at all times.
- 2.2. Vehicles are to be operated in a way that does not compromise the safety of the driver and any passengers, or the condition of the vehicle.
- 2.3. Vehicles are to be driven on defined tracks only and where there is sufficient clearance without scraping bodywork on vegetation. Protruding branches etc should be removed, held back or the vehicle speed reduced to a point where damage is unlikely (ie idle through). If vehicle damage is likely do not proceed.
- 2.4. Vehicles are not to be driven where the track is overgrown to the extent that grass heads can block the radiator and possibly cause engine damage.
- 2.5. Vehicles are not to be operated on highly challenging 4x4 tracks with steep gradients, side slopes, large washouts etc.



- 2.6. Hunting from the vehicles is not permitted.
- 2.7. Involvement in other bush tucker exercises is allowable where the environment is accessible and the "collection" can be carried cleanly in containers.
- 2.8. Staff will minimise environmental impact and operating costs of the fleet by adopting "eco drive" principles. These are detailed in an Attachment to these Policies and Procedures.
- 2.9. Location of vehicles must be notified to other staff by the system in place, such as on a whiteboard.
- 2.10. Hanuman staff are not to delegate usage of the vehicles to other people who are not employees of Hanuman (except as in point 2.11 below).
- 2.11. When travelling with a partner organisation (for example Government Department staff) on longer trips you can share driving duties to avoid tiredness. It is the responsibility of staff members to ensure that any driver has an appropriate licence, has appropriate experience with the vehicle type and is in a fit and proper state to operate the vehicle.

### **3. REPORTING AN ACCIDENT**

If anyone is injured or if the estimated total property damage exceeds \$2,500 call the police, or if you are unable to do this notify the nearest police station as soon as possible.

Exchange names and addresses of the drivers and owners of the vehicles involved in the accident or any other person whose property is damaged as a result of the accident.

If the other driver refuses to give their particulars (name, address, vehicle registration and owner), but you have noted their registration number, you should report the accident to the police (whether the damage to our vehicle exceeds \$2,500 or not).

### **4. INSURANCE POLICY**

Hanuman maintains comprehensive insurance cover on all vehicles however in instances of damage to the vehicle under \$2,000 Hanuman may choose not to pursue a claim but cover the costs of repair independently. This saves insurance costs by avoiding repeated claims.

In extra-ordinary circumstances where a staff member has demonstrated a blatant disregard of the acceptable use guidelines, has broken the law or has sought to cover up the accident, Hanuman may seek to recover damages of up to \$2,000 from that staff member on advice from our solicitors.

Where Hanuman does make an insurance claim a negligent staff member may be required to pay the insurance excess.



## F. Equipment Use Policy

### 1. COMPANY EQUIPMENT

- a) Company equipment is available for official work purposes only. Commonwealth funding conditions do not allow private usage. **You can not borrow company gear.**
- b) **General Rules of Equipment Use:**
  - All equipment should be operated in a safe manner according to operating directions and the principles of workplace health & safety.
  - All equipment should be maintained in a timely and appropriate manner.
  - Equipment should only be removed from storage by employees after signing out the equipment in the official Equipment Register borrowing sheet located in each container.
  - At the end of the day (or trip), equipment used should be returned to the store and the equipment signed back in.
- c) Taking away or personal use of Hanuman equipment will be considered as theft and may lead to dismissal and/or police action.
- d) Equipment that is issued to individuals (such as swags and respirators) remains the property of Hanuman and must be available to use when needed.
- e) Failure to adhere to equipment usage policies will result in disciplinary action against the employee/s concerned.

### 2. KEYS

- a) Staff should not possess organisation keys unless authorised, and must hand back keys whenever requested by their supervisor.
- b) All employees issued with Hanuman keys need to complete the key register.
- c) Keys belonging to partner organisations (such as the Parks Service) are not to be loaned or used for any purpose other than the specific reason that the key was provided for.



## G. Expenditure & Purchasing Policy

### Definitions

*“Expenditure”* – means all transactions, purchases and expenditure of Hanuman’s financial resources.

*“Performance Funding Conditions”* – means the terms and conditions of any contract entered into by Hanuman with respect to the allocation of financial resources whereby committing Hanuman to a contractual obligation to undertake a particular activity within those terms and conditions.

### Purpose

To clarify expenditure process, the roles of Officers and Board members and to ensure that appropriate procedures are adopted in using Hanuman resources.

To ensure that Hanuman has a clear and transparent process in relation to spending money and to make the best use of available resources for the benefit of project work.

### Scope

This policy applies to all Board members, the Chairperson, the Chief Executive Officer, and all permanent, temporary and casual employees of Hanuman.

This policy is to be read together with all resource usage policies of Hanuman and where there may be an inconsistency this policy shall prevail.

### POLICY

Goods and services may only be purchased for the use of Hanuman.

Hanuman staff will adhere to Funding Conditions as set out by the various funding bodies who entrust financial resources to Hanuman.

Hanuman must fulfill those obligations within the terms and conditions of the various funding agreements in a manner that is just, equitable, prompt and accountable.

### NOTICE OF REQUEST FOR EXPENDITURE

**IMPORTANT:**

Request for expenditure shall only be made on authorised Hanuman forms.

Without the appropriate Hanuman form a request shall not be processed.

### Procedure

1. Employees requiring an item for the performance of work duties must fill in a Hanuman “Request for Expenditure” form detailing what items are required and for which project.
2. Where there is more than one supplier for goods, a separate “Request for Expenditure” form needs to be completed for each purchase.
  - a) Employee forwards Request for Expenditure to Supervisor or CEO. For Rangers all their forms will go to the Ranger Coordinator first.

### Supervisor or CEO shall:

- b) attach costing or quote for expenditure sought; and
- c) assess that the request is within the approved budget for the program or other conditions that apply from time to time and that that sufficient funds are available;
- d) assess priority in relation to existing and future programmed works;



- e) assess whether there are any other considerations that may affect the request.
  - f) After the Supervisor has signed the request for expenditure it will be forwarded to the CEO for authorisation. A request will not be actioned unless the CEO has authorised the transaction.
  - g) The CEO will forward all complete and authorised Requests for Expenditure to the Administration Assistant.
3. Where accounts are held with a particular supplier, no purchases are to be made without giving the supplier an appropriately authorised Purchase Order. This is needed to check monthly account statements from suppliers.
  4. Employees collecting goods must return the receipts to the Administration Assistant immediately upon return to the office.

#### **FUEL CARDS & RECEIPTS:**

The Company owns fuel cards that belong to certain vehicles. If an employee uses the fuel card then the receipt for fuel must be returned to the Administration Officer as soon as they return to the office.

The only items to be purchased on Fuel Cards are fuel and oil. No other purchases are allowed and the fuel supplier has been informed of this policy.

All employees must complete the fuel log when using fuel for machinery. This details the amount of fuel used and for what purpose.

#### **Purchase of Assets**

In all instances where assets in excess of \$5000.00 per item are to be purchased three (3) quotations will be obtained.

The purchase of assets will be authorised by the Chief Executive Officer in accordance with the policy and procedures guidelines and program funding agreements.

#### **Register of Assets**

The Chief Executive Officer shall keep a register of assets in accordance with funding body requirements.

Where possible each item on the register shall be labelled so as to identify that item with a corresponding entry in the register. New asset purchases must be entered in the asset register by the Administration Officer with date of purchase, value and accurate description of the asset.





## **H. Reimbursement Policy**

*Hanuman* will reimburse reasonable out of pocket expenses for a work related activity to the employee who paid out money. Reasonable expenses are defined as those that in the opinion of the supervising officer, the Ranger Program Coordinator, the CEO or the Board, are considered reasonable.

Generally prior approval for all expenditure is required. All reasonable attempts must be made to contact a supervisor prior to making a purchase. It is recognised, however, that on some occasions an employee may have to make a purchase without prior approval, and seek reimbursement for this expenditure.

*Hanuman* will reimburse an employee for reasonable expenses when they bring a tax invoice for the purchase. All reimbursement payments are to be authorised in writing in the same way as other expenditure requests.

*Hanuman* will make every effort to reimburse the employee as soon as is possible.

Reimbursement for use of a private motor vehicle, where agreed, will be calculated in accordance with Australian Taxation Office allowable rates.

### **Responsibilities of employees**

All employees have the responsibility to:

- Ensure prior approval before spending personal funds.
- Ensure tax invoices accompany any reimbursement request.



## **I. Occupational Health and Safety – General Policy**

### **Occupational health and safety policy of *Hanuman***

*Hanuman* is committed to providing a safe and healthy work environment for all employees.

We will make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

The company will make available appropriate resources to ensure that it complies with relevant occupational health and safety legislation, and to ensure that the workplace is a safe and healthy workplace.

### **Occupational Health and Safety Representatives and Committee**

Any Occupational Health and Safety Committee will be formed as set out in the *Work Health and Safety Act 2011 (Qld)*.

### **The Occupational Health and Safety Procedure**

Hanuman has detailed procedures which will be continually reviewed and effectively followed. These procedures relate to all aspects of occupational health and safety including:

- OH&S training and education;
- review of workplace design and standard work methods;
- changes to work methods and practice, including those associated with technological change;
- safety rules, including penalties;
- emergency procedures and drills;
- provision of OH&S equipment, services and facilities;
- workplace inspections and evaluations;
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to employees.

### **Responsibilities of managers**

Management has the responsibility to:

- identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- encourage consultation in addressing safety issues;
- design, purchase, install and maintain a safe site and machinery;
- develop and implement safe systems of work;
- provide adequate safety information, training and supervision.

### **Responsibilities of supervisors**

Supervisors have the responsibility to:

- ensure that the workplace under their control is safe and without risks to health - the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behavior;
- ensure that the behavior of all persons in the workplace is safe and without risks to health;
- attempt to remedy all problems relating to occupational health and safety. If the supervisor does not have the authority to fix the problem, they must report the matter promptly - together with any recommendations for remedial action - to a supervisor or manager who does have the necessary



authority. The supervisor or manager who does have the necessary authority must take prompt remedial action to eliminate any unsafe or unhealthy conditions or behavior.

### **Responsibilities of employees**

All employees have the responsibility to:

- adhere to safe work practices, instructions and rules;
- immediately report any unsafe work condition or equipment to management;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- cooperate with and encourage fellow employees to create and maintain a safe and healthy work environment.



## **J. Work Incident/Accident Procedure**

### **1. Accidents or Incidents**

Any staff member involved in an accident or incident at work (however minor), should complete an **Incident Report Form** and give it to the administrator/supervisor as soon as possible.

If staff require time off work due to an injury or illness following a work-related incident they should provide a worker's compensation sickness certificate to the administrator as soon as possible. Alternatively other arrangements can be negotiated with management in writing.

Hanuman will maintain an Incident/Accident Register that includes:

- a description of what happened
- the name of staff member(s) involved, and what they were doing at the time
- when and where the incident occurred
- details of witnesses
- follow up and monitoring records.

### **2. Motor Vehicle Accident Procedures**

Staff who have a motor vehicle accident while driving a Hanuman vehicle should:

- stop at once ensuring that the vehicle is not posing a further traffic hazard
- ensure your own safety first
- offer assistance to anyone who might be injured
- get the names and addresses of all witnesses to the accident
- report the accident to the administrator
- report the accident to the police.

If another vehicle is involved make sure you obtain and keep a record of the following information:

- the owner's name, address and telephone number
- the driver's name, address and driving licence number or other identification
- the name of the owner's insurance company
- the make, type and registration number of the vehicle.

Also identify yourself to the other driver, together with your name, address and registration number.

If the police attend, make sure you:

- provide the police with all relevant information about yourself and the other driver
- keep a record of the attending police officer's name, rank, number and station.

As much as possible try to recall and document the details of the accident while they are still fresh in your mind.

If personal injury or serious property damage is involved phone the administrator/supervisor as soon as possible.

Complete an Incident Report Form and give it to the administrator as soon as possible after the accident.



## **K. Workplace Harassment Policy:**

Workplace Harassment at an Aboriginal body is:

“harassment or intimidation of, or interference with:

- a) a member or employee, in relation to the performance of the duties of the member or employee; or
- b) another person, in relation to the performance of the duties of a member or employee.”

It is misbehaviour which can result in the suspension or removal from office of an elected representative.

Behaviour which is harassing or intimidating includes:

- a) abusive remarks;
- b) insulting or derogatory comments;
- c) threatening gestures or comments;
- d) shouting at a person; and
- e) physical abuse.

**Any time someone is asked to stop a certain behaviour toward another person and they continue that behaviour that is harassment.**

### **1. Policy**

- 1.1 All staff and elected representatives must put a stop to harassment in the workplace.

An officer’s main responsibility is for their own conduct.

Staff and elected representatives also have a duty under the *Work Health and Safety Act 2011 (Qld)* not to create or increase a risk to their own or other people’s health and to cooperate with their employer to do the same. Harassing fellow staff or failing to follow Hanuman’s policy on prevention of harassment could mean staff and elected representatives break the law.

- 1.2 Staff and elected representatives are urged to speak out against harassment and discrimination when they witness it. A strong negative response to harassment by witnesses ensures that the victims are not isolated and the harassers don’t think that others approve of or condone their behaviour. Often it takes only disapproving voice to stop harassing behaviour.

Where it is difficult to speak out against harassment, staff and elected representatives may be able to offer other means of support. This could include providing the person being harassed with information about grievance and complaint mechanisms open to them. At other times, it may be good to approach management on their behalf, if the person being harassed agrees.

### **2. The Principles Of Natural Justice**

Anyone investigating a case of workplace harassment must at all times observe the principles of natural justice.

The key parts of natural justice are as follows:

- (a) people cannot make a decision for or against themselves;
- (b) decision makers must act fairly and without being or looking biased;
- (c) all parties to a decision should be heard and all relevant arguments be considered before a decision is made;



- (d) people should have an opportunity to present their point of view and/or respond to any negative comment before decisions are made affecting them; and people should know about decisions and judgements that affect them.

### **3. Resolving Alleged Harassment Complaints**

- 3.1 Harassment complaints involving elected representatives, corporation members, traditional owner groups and/or their agent and HANUMAN staff.
  - 3.1.1 Where an officer believes they have been harassed they should promptly report this to their supervisor, who should refer to the matter to the CEO for appropriate action.
  - 3.1.2 The CEO should make an assessment of the complaint and make recommendations. It would be expected that almost all cases would be resolved at this level.
  - 3.1.3 However, should the matter remain unresolved, it should be promptly referred by the CEO to an “*Independent Arbiter*” who will consider the matter and make recommendations to the CEO.
  - 3.1.4 Similar procedures should be followed for harassment complaints involving elected representatives and staff conducting business on behalf of Hanuman at or away from the office.
- 3.2 Where an elected representative, corporation member, traditional owner group and or their agents believe they have been harassed by a Hanuman staff member, they should promptly report this to the CEO.
  - 3.2.1 Depending on the circumstances, the CEO should promptly contact the Chair to mutually resolve the problem.
  - 3.2.2 The CEO may involve the Board if assistance is required. It would be expected that almost all cases would be resolved at this level.
  - 3.2.3 However, if the Chairperson is not satisfied with the outcome, the matter should be promptly directed to the “*Independent Arbiter*” who will consider the matter and make recommendations to the Board and CEO.
  - 3.2.4 In instances where harassment complaints between staff and elected representatives, corporation members, traditional owner groups and or their agents cannot be satisfactorily resolved, it is open to the Hanuman Chairperson and or CEO to establish a joint mechanism to negotiate, conciliate and/or mediate with an aim to resolve the dispute.



**L. Declaration by Chief Executive Officer**

I, ....., declare this to be the official Policy and Procedure Manual of Hanuman.

Signature of Chief Executive ..... / ..... / .....

**M. Declaration of Acknowledgement by Employee**

I, ....., have read and understand the official Policy and Procedure Manual of Hanuman.

I understand that this manual is part of my contract and agree to follow the procedures in it.

Employee Signature ..... Date / /

Witness Signature ..... Date / /

Name of Witness .....