



## INDUSTRIAL RELATIONS POLICY

GJK Facility Services are committed to achieving industry best practice employee and industrial relations outcomes.

GJK Facility Services will:

- Ensure a safe and healthy working environment for all employees;
- improve efficiency and productivity in all areas of our business to ensure sustainable growth in our profit and benefits to all staff;
- Respect an individuals right to choose how they wish to be represented in the workplace;
- Ensure that our lines of communication are open and consultative at all levels;
- Hold regular workforce briefings on project status as well as weekly and/or daily briefings to keep employees up-to-date with any changes in safety or task requirements;
- Seek to maintain a workplace where the Company's values are maintained, and where everyone is treated with respect and in a fair manner when differences of opinion or grievances are raised;
- Resolve any grievance as early as possible and as close to the employee's workplace as is practicable;
- Ensure unresolved grievances are referred up the line of management, seeking expert assistance and advice as necessary, to resolve the grievance.

Management seeks the cooperation from all employees in realising our Industrial Relation objectives and obligations. All parties will be advised of agreed changes and the arrangement for their implementation.

A handwritten signature in blue ink, appearing to read 'G Stamas'.

George Stamas  
Director  
GJK Facility Services

July 2005