Human Resources and Employment Lifecycle Policy

1. Policy Statement

RTS is committed to fair, lawful, and respectful employment practices throughout the entire employment lifecycle, from onboarding through to cessation of employment.

2. Scope

This policy applies to all RTS employees.

3. Employee Onboarding

RTS will:

- Ensure employees are properly inducted
- Provide role clarity, safety training, and policy awareness
- Verify qualifications, licences, and fitness for work

Employees must complete all onboarding requirements before commencing duties.

4. Leave and Absence Management

RTS will manage leave entitlements in accordance with:

- The Fair Work Act 2009 (Cth)
- Applicable awards, agreements, or contracts

Employees must:

- Apply for leave in accordance with RTS procedures
- Provide evidence where required

5. Domestic and Family Violence Support

RTS recognises the impact of domestic and family violence and is committed to supporting affected employees.

RTS may provide:

- Access to paid or unpaid leave
- Flexible work arrangements
- Confidential support and referrals

Employees are encouraged to seek support without fear of discrimination or adverse treatment.

6. Fair Treatment

RTS will ensure employment decisions are based on merit, operational requirements, and lawful considerations.

© 2024 Riverina Traffic Services Pty Ltd All rights reserved

7. Review

This policy will be reviewed annually or as required.

Signed by Chief Executive Officer:

Shane Egan: 12/02/2026
(Name) (Signature) (Date)

Owner	Riverina Traffic Services Pty Ltd
Date of Adoption/Amendment	**Revision No:**
29 January 2019	1
24 February 2023	2
February 2025	3
February 2026	4

© 2024 Riverina Traffic Services Pty Ltd All rights reserved
Controlled Electronic Document
Un-Controlled when Printed.