Industrial Relations, Human Resources, Business Ethics & Stakeholder Engagement Policy

"The Safer Option"

1. Purpose

Riverina Traffic Services Pty Ltd (RTS) is committed to maintaining fair, lawful, and ethical employment practices, fostering constructive industrial relationships, engaging meaningfully with workers and their representatives, and acting responsibly within the communities in which we operate.

This policy establishes RTS's framework for:

- Industrial relations and human resource management
- Ethical business conduct
- Worker consultation and representative participation
- Community and stakeholder engagement

2. Scope

This policy applies to:

- All RTS employees, contractors, labour hire workers, and management
- All RTS operations, worksites, and business activities
- Engagements with clients, regulators, suppliers, unions, and community stakeholders

3. Policy Statement

RTS will:

- Comply with all applicable industrial, employment, and WHS laws
- Treat workers fairly, respectfully, and without discrimination
- Conduct business ethically and transparently
- Consult with workers and their representatives on matters affecting health, safety, and employment
- Engage constructively with clients, regulators, and the community

RTS does not tolerate unlawful conduct, unethical behaviour, or victimisation of any person who raises concerns in good faith.

4. Industrial Relations

4.1 Commitment

RTS is committed to maintaining positive industrial relations by:

- Complying with applicable awards, agreements, and legislation
- Applying employment conditions consistently and fairly
- Managing workplace change through consultation and lawful processes

4.2 Awards and Agreements

RTS will:

- Adhere to relevant modern awards and enterprise agreements
- Ensure workers are correctly classified and remunerated
- Resolve industrial matters in accordance with dispute resolution procedures

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4.3 Dispute Resolution

Industrial disputes will be managed by:

- Early, respectful discussion
- Internal resolution where possible
- Escalation to formal processes only when required

5. Human Resource Management

5.1 Fair and Lawful Employment Practices

RTS will ensure:

- Merit-based recruitment and selection
- Equal employment opportunity
- Compliance with anti-discrimination laws
- Transparent performance management and disciplinary processes

5.2 Training and Development

RTS is committed to:

- Providing appropriate training and supervision
- Supporting skill development and competency
- Ensuring workers are qualified and authorised for their roles

5.3 Performance and Conduct

Workers are expected to:

- Perform their duties competently and safely
- Comply with RTS policies and procedures
- Maintain professional conduct at all times

6. Business Ethics

6.1 Ethical Conduct

RTS expects all workers to:

- Act honestly, ethically, and in the best interests of RTS
- Avoid conflicts of interest
- Protect confidential and commercially sensitive information

6.2 Gifts, Benefits and Conflicts of Interest

Workers must:

- Not offer or accept bribes or improper benefits
- Declare any actual or potential conflicts of interest
- Comply with RTS reporting and approval requirements

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6.3 Compliance and Integrity

RTS will:

- Operate transparently and lawfully
- Cooperate with regulators and auditors
- Take action where unethical behaviour is identified

7. Consultation and Representative Participation

7.1 Worker Consultation

RTS will consult with workers, so far as is reasonably practicable, on:

- Health and safety matters
- Changes that may affect work or working conditions
- Policies, procedures, and systems impacting workers

Consultation will include sharing relevant information, allowing workers to express views, and considering those views before decisions are made.

7.2 Health and Safety Representatives (HSRs) and Representatives

RTS recognises and supports:

- Health and Safety Representatives
- Worker representatives and unions (where applicable)

RTS will:

- Facilitate representative participation in accordance with legislation
- Allow reasonable access for consultation and issue resolution
- Not discriminate against or disadvantage representatives

8. Community and Stakeholder Engagement

8.1 Community Responsibilities

RTS acknowledges its responsibility to:

- Minimise disruption to local communities
- Operate safely and responsibly in public spaces
- Respond respectfully to community concerns

8.2 Stakeholder Engagement

RTS will engage constructively with:

- Clients and project partners
- Regulators and authorities
- Local councils and road authorities
- Community members affected by RTS operations

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8.3 Communication

RTS will:

- Provide accurate and timely information
- Address complaints and concerns promptly
- Act professionally in all external communications

9. Reporting Concerns

Workers and stakeholders are encouraged to report:

- Industrial relations concerns
- Ethical or compliance issues
- Consultation failures
- Community or stakeholder complaints

Reports will be managed confidentially and without victimisation, in accordance with RTS procedures.

10. Related Policies and Legislation

- Workplace Conduct and Anti-Discrimination Policy
- Integrated Work Health, Safety and Quality Policy
- Consultation and Communication Procedure
- Bullying, Harassment and Discrimination Policy
- Fair Work Act 2009 (Cth)
- Work Health and Safety Act 2011 (NSW)
- Anti-Discrimination Act 1977 (NSW)

11. Review and Approval

This policy will be reviewed:

- At least annually
- Following legislative change

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
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