



People and Culture Policy

1 Objective

Gladstone Ports Corporation (GPC) aims to ensure that its greatest strength, our employees, are encouraged and driven to continue the success of GPC, supported by clear roles and responsibilities. This Policy sets out GPC's commitments to provide a working environment that gives people every opportunity to achieve their full potential and provide the framework for setting objectives in alignment with associated obligations and business system requirements.

2 Scope

This Policy applies to all GPC Directors, employees and people entering, working on, and/or undertaking activities on behalf of GPC, on GPC owned and operated sites.

This Policy applies to all GPC controlled activities.

3 Commitments

GPC commits to:

- Value its people and provide an inclusive, diverse, supportive, culturally aware and respectful workplace environment.
- Develop and foster an engaged culture in which Board, Executive Leadership Team and employees are accountable to abide by the GPC Code of Conduct.
- Develop contemporary, consistent people practices which build on the capability of Leaders as trusted role models, drivers, and enablers of high performance.
- Implement an approach to organisation design that underpins GPC's vision for a sustainable future.
- Ensure we attract, engage, and retain the right people, in the right roles, at the right time, and fit for service, in alignment with relevant public sector and Government requirements, and to meet the demands of our business whilst reflecting the changing needs and expectations of our community and customers.
- Maintain a strong commitment to our First Nations people.
- Facilitate a creative, competent and flexible workforce where people are trusted and empowered to solve operational complexities and achieve extraordinary results.
- Provide a psychologically safe and respectful workplace where inclusion and diversity is valued and discriminatory, harassing and bullying behaviour is not tolerated.
- Create a workplace where everyone is accountable for their performance and feels connected to the success of our business and the achievement of our mission, our vision and our values.
- Support employees in their efforts to realise their potential through ongoing and targeted development, enabling them to perform their duties with competence and confidence.
- Recognise the value of its employees with fair and competitive remuneration, meaningful benefits, and offering a strong and authentic employee value proposition.



- Work to ensure people processes, systems and procedures are aligned to the organisational culture to which we aspire and are efficient, equitable, transparent, outcome focussed and meet relevant legal, risk and governance obligations and requirements.
- Continually seek to understand and learn from events to improve our performance and practices.
- Operate and communicate in a compliant and transparent manner, respecting / acknowledging all stakeholders needs and expectations.
- Engage and partner with our employees to enhance knowledge, build understanding of organisational purpose and objectives, effectively implement change and strategically reduce impacts.
- Promote active participation in our people practices, systems, and processes and ensure effective communication and consultation with our people and stakeholders.
- Provide our people with the awareness, capability, knowledge, and resources to successfully undertake their roles.
- Set, monitor, and communicate performance objectives and targets with the aim to continually monitor the effectiveness of people management systems.

4 Roles and Responsibilities

To ensure that GPC complies with its People and Culture duties and obligations;

The Board is responsible for:

- Reviewing and approving this Policy and ensuring GPC continues to provide an inclusive and supportive working environment that gives people every opportunity to achieve their full potential;
- Ensuring that GPC has, and uses, appropriate resources and processes to continue its commitments as detailed in this Policy; and
- Ensuring that GPC has a robust management system and structured performance framework in place.

The Chief Executive Officer and Executive Leadership Team are responsible for:

- Promoting and supporting this Policy across GPC;
- Providing adequate resources to promote and ensure compliance with this Policy;
- Ensuring this Policy and GPC's management systems are used as a framework in business planning to set and review People and Culture objectives and targets; and
- Reviewing and reporting to the Board any material non-conformances with respect to this Policy and overseeing corrective actions.

All employees and contractors are responsible for:

- Understanding and working in accordance with this Policy;
- Supporting and promoting positive behaviours and actions, taking reasonable care of their own behaviours, ensuring their acts or omissions do not adversely affect others; and
- Reporting and rectifying any non-conformance they observe.

5 Implementation

GPC operates under certified management systems which provide the frameworks to implement the people and culture commitments. These are supported by Policies, Standards, Strategies and associated Procedures, processes and training to implement.



Conformance to this Policy will be monitored through committees, external/internal audits and review processes.

The Policy will be communicated through relevant GPC Inductions, and made available on the internal and external websites.

A Policy Commitments Statement will also be displayed at all workplaces to further support communication and awareness, which will be reviewed regularly in line with this Policy.

6 Governance

GPC is a Government Owned Corporation and is required to comply with its own and the State Governments Corporate Governance obligations and all applicable legislation.

This Policy forms part of the implementation of and compliance with these requirements.

Under GPC’s Corporate Governance Framework, all Policies are owned by the Board.

7 Document control

Formal review, consultation and authorisation processes are to be led by the Executive General Manager People to ensure the Policy remains current and fit for purpose at a minimum every 2 years.

Version No.	Revision date	Revision description	Responsible ELT	Endorsed by	Approved by
1	09/09/2024	Create new Policy replacing #1439735V6 in alignment with new template/format	EGMP	CEO and ELT 09/09/2024	BOARD 19/09/2024