



# People Policy

## Brief description

GPC is committed to providing a working environment that gives Employees every opportunity to achieve their full potential in the workplace. GPC does this by establishing clear policies and procedures and educating Employees about their responsibilities.

Document information	
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Document accountability	
Role	Position
Owner	Board
Custodian	Chief Executive Officer

Endorsed by	Board on 23/09/2022
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If you require any further information, please contact the Custodian.

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The current version of this Policy is available on GPC's Intranet.

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## 1 Terms and definitions

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Terms that are capitalised and not otherwise defined in this Policy are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

## 2 Introduction

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### 2.1 Purpose

GPC is committed to providing a working environment that gives Employees every opportunity to achieve their full potential in the workplace. GPC does this by establishing clear policies and procedures and educating Employees about their responsibilities.

### 2.2 Scope

This Policy applies to all GPC Employees.

### 2.3 Objectives

This Policy is designed to ensure that GPC complies with relevant workplace, equal opportunity and work health and safety legislation.

## 3 Commitments

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GPC recognises that our people are our single greatest strength and only through their efforts is high performance possible and sustainable. GPC's commitment to being a high performance organisation is embodied in our Corporation Charter.

### 3.1 Vision

GPC's vision is to be Australia's premier commodity port.

### 3.2 Mission

To responsibly manage, develop, and facilitate prosperity of others through operating our port facilities and services in an economically, environmental and socially manner.

### 3.3 Values

- Growth;
- Prosperity; and
- Community.

### 3.4 Behaviours required to comply

We will adhere to the following:

- a) put safety above all else;
- b) comply with the law, GPC's governance systems and communication requirements;
- c) we value our people;
- d) contribute to our customer's success;

- e) use our resources and information appropriately; and
- f) committed to sustainability and community support.

GPC will strive to create an environment where Employees can develop and excel to achieve a high performance culture, based on five key success factors:

- 1 Quality of Leadership;
- 2 Quality of Employees;
- 3 Openness and Action Orientation;
- 4 Continuous Improvement and Innovation; and
- 5 Embed Sustainability.

GPC will demonstrate this commitment through:

- people practices which build on the capability of Leaders as trusted role models, drivers and enablers of high performance;
- ensuring that GPC has the right people, in the right roles, at the right time, to meet the demands of our business and the changing needs of our community and customers;
- ensuring a creative, competent and flexible workforce where our people are trusted and empowered to solve operational complexities and achieve extraordinary results;
- providing a safe workplace where diversity is valued and discriminatory, harassing and bullying behaviour is never accepted;
- creating a workplace where all staff are accountable for their performance and feel connected to the success of our business and the achievement of our mission, our vision and our values;
- ensuring Employee engagement is a key tool when implementing any workforce changes;
- supporting Employees in their efforts to realise their potential through ongoing and targeted development, enabling them to perform their duties with competence and confidence;
- recognising the value of our Employees with fair and competitive remuneration, benefits and a sustainable employee offering; and
- ensuring people processes, systems and procedures are efficient, equitable, outcome focussed and meet relevant governance requirements.

## 4 Implementation framework

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To support and demonstrate these policy commitments, GPC has:

- established a structured performance framework set out in the Performance Planning and Review Specification;
- established and implemented an Equity, Diversity, Harassment and Discrimination Standard to ensure GPC's working environment is free from all forms of unlawful discrimination and harassment; and

- establishing and implementing Standards, Procedures and Specifications which outline the remuneration and benefits offered to Employees; and
- established and implemented Standards, Procedures and Specifications to support the health and wellbeing of Employees.

## 5 Monitoring and review

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Conformance to this Policy will be monitored through external and internal audit processes.

Actual or suspected breaches of this Policy should be reported to the Executive General Manager People.

Material breaches will be reported to the Board.

## 6 Appendices

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### (a) Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
<b>Tier 1:</b> Policy	#1439735 People Policy
	#1507461 Code of Conduct Policy
<b>Tier 2:</b> Standard	#722669 Recruitment Standard
	#1321812 Salaried Officer Arrangements Standard
	#87582 Equity, Diversity, Harassment and Discrimination
	#1331115 Fit for Work Standard
	#1344989 Workplace Rehabilitation Standard
	#1276408 Injury Illness Management Standard
<b>Tier 3:</b> Specification/ Procedure	#1397228 Remuneration and Benefits Procedure
	#1668203 Code of Conduct Procedure
	#945900 Performance Planning and Review Specification
	#1463859 Managing Unsatisfactory Performance Specification
	#960456 Managing Discipline Specification
	#1686639 Grievance Resolution Management Specification
#934508 Professional Memberships Specification	

Type	Document number and title
	#934620 Study Assistance Specification
	#1141897 Employee Commencement and Cessation Management Specification
	#1142742 Position Description and Evaluation Specification
	#1146123 Reasonable Adjustment Specification
	#1188578 Salary Sacrifice Specification
	#1271289 Managing Leave Procedure
	#1326873 Relocation Assistance Specification
	#1329434 Annual Fluvax Immunisation Program Procedure
	#1335111 Health and Wellbeing Program Procedure
	#1405454 Employee Care Procedure
	#1409176 Job Share Arrangements Specification
	#1462164 Medical Reimbursement Scheme Specification
	#1339579 Health Promotion Programs Specification
<b>Tier 4: Instruction</b>	#1621179 Corporate Glossary
<b>Other</b>	N/A

## 6.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
27/09/18	V1-3 Created, reviewed and Published	Rowen Winsor, People, Community and Sustainability General Manager	Peter O'Sullivan, CEO	Board
06/10/20	v4 Review in accordance with Governance Documentation Framework Standard and legal review by Herbert Smith Freehills		Rufus Gandhi, General Counsel and Company Secretary	Rowen Winsor, People, Community and Sustainability

Revision date	Revision description	Author	Endorsed by	Approved by
				General Manager
10/05/2021	v5 Update of titles and documents	Annette Hughes, Human Resources Specialist	Rufus Gandhi, General Counsel and Company Secretary	Rowen Winsor, Executive General Manager People and Community
23/09/2022	V6 review, publish	Annette Hughes, Human Resources Specialist	Ged Melrose, Acting Executive General Manager People	Board