

Purpose

Recruitment and employment activities are the core of Protech's business. This policy defines Protech's approach to employment, ensuring all activities are guided by a commitment to candidate quality, suitability, legislative compliance and meaningful work to support Protech's positive influence for our employees and clients.

Scope

This policy applies to all recruitment and employment activities across the Protech Group, including the recruitment and placement of internal employees, and field (on-hire) employees.

Objectives

To be a positive influence in people's lives by delivering employment solutions that are strategically aligned for Protech and its Clients and personally meaningful to employees. Protech selects the most suitable candidates for every role, ensuring all recruitment activities comply with legislative requirements and employment is supported by safe, purposeful work environments which enable employees to succeed.

Responsibilities

All employees are required to act in accordance with this policy, including legislated standards:

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| Protech | <ul style="list-style-type: none">• Apply the Quality People EveryTime framework (or similar) to assess candidate fit for each role.• Ensure support services functions are designed to enable a positive employment experience.• Provide direction, onboarding, feedback and ongoing contact care to support performance.• Investigate complaints and grievances using procedural fairness to resolve matters promptly.• Uphold compliance and contribute to a positive, safe and inclusive work environment. |
| Clients | <ul style="list-style-type: none">• Ensure Protech on-hire employees have appropriate levels of supervision and support.• Consult Protech promptly on performance, role changes, safety and other employment matters.• Work with Protech to investigate allegations, complaints and grievances involving a Protech employee and share relevant information to resolve matters in a timely manner.• Uphold compliance and contribute to a positive, safe and inclusive work environment. |
| Applicants | <ul style="list-style-type: none">• Participate honestly and transparently in the recruitment and employment processes.• Engage in communication and proactively inform of any grievances or concerns they have.• Conduct themselves in line with employee duties and responsibilities.• Uphold compliance and contribute to a positive, safe and inclusive work environment. |

Commitment

Protech and its employees are committed to:

- Ensuring Protech's Values underpin our recruitment approach to the employment process.
- Working with clients who meet our standards of safe and meaningful work environments.
- Providing equal opportunity in all employment activities, free from unlawful discrimination.
- Actively engaging with relevant industry bodies and government to shape better employment frameworks.
- Improving employment practices for alignment with legislation, industry standards and quality outcomes.
- Upholding all employer obligations under the Fair Work Act.

Approval

Marc Meili

Managing Director

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