



THE MORETON BAY FOUNDATION LIMITED

POLICY: STAFF RECRUITMENT AND MANAGEMENT

Link to Strategic Plan:

SUSTAINABILITY: A strong, respected, sustainable and accountable organisation

The Moreton Bay Foundation Limited (TMBF) is committed to:

- attracting and recruiting the best possible candidates for available positions;
- providing equality in employment opportunity for all people employed or seeking employment;
- ensuring staff have a safe working environment;
- ensuring staff have clear direction regarding their role, responsibilities and legal requirements; and
- holding staff accountable for fulfilling their responsibilities through fair and transparent processes.

This policy outlines the principles of TMBF's staff recruitment and management.

PRINCIPLES:

Principle One: Equitable access to employment

TMBF is committed to equal employment and compliance with non-discriminatory legislation and practices.

Principle Two: Merit

Appointment is on the basis of merit, balanced with affirmative action to support members of minority cultural or ethnic groups, or those experiencing social disadvantage, gain meaningful employment.

Principle Three: Commitment to TMBF Values

All staff will commit to upholding the values and culture of TMBF.

Principle Four: Best practice Processes

Staff recruitment and management will be conducted in line with best practice human resource processes.

Principle Five: Safe Working Environment

The environment in which staff work will be safe, and staff will be free from physical, mental, emotional and cultural abuse, injury and harassment.

Principle Six: Constructive Performance Management

Staffs' work performance management will be undertaken in a framework of learning and development, and processes (including staff disciplinary procedures) will be fair and constructive.

Principle Seven: Accountable Performance

The roles and responsibilities of all staff will be stated explicitly, staff performance will be objectively measurable and measured, and staff will accept accountability for their performance.