



People Policy

Purpose:

BSA recognises that our people are fundamental to the success of our business. To ensure our employees can contribute effectively towards achieving our Company goals, BSA is committed to providing a supportive, flexible and harmonious workplace that is free of harassment and discrimination. This Policy is supported by and supports the Code of Conduct and is part of the BSA Group Business Process Framework.

Approach:

BSA seeks to achieve this purpose through:

- Compliance with relevant people legislation, standards, procedures, agreements and other appropriate requirements.
- A Code of Conduct and Company values that clearly articulate our behavioural expectations.
- The incorporation of these values into our systems, practices and interactions with government, industry and stakeholders.
- Requiring that all our employees, directors and contractors demonstrate a high level of personal and corporate ethical conduct in the workplace at all times; treating each other with respect, in an equitable manner and acting with integrity, honesty and openness to prevent any opportunity for harassment, vilification or discrimination.
- Supporting and acknowledging the importance of flexibility, inclusiveness and diversity in our workforce.
- Ensuring that our people feel valued for their unique contributions.
- Supporting, rewarding and recognising behaviour and achievement that improves Company performance and enhances BSA's reputation.
- Building on the capability of our workforce through proactive recruitment and retention strategies, with an emphasis on career and personal development.
- Establishing a work environment and conditions that encourage, assist and motivate people to strive to achieve their full potential.
- Resolving disputes and workplace grievances through consultation, cooperation and discussion in an impartial, confidential and respectful manner.
- Providing a safe and healthy work environment through consultation, communication, training, awareness and support for all employees.
- Encouraging employees to achieve a healthy work/life balance.
- The provision of counselling services to employees and their immediate family via an Employee Assistance Program.
- The provision of a confidential Whistleblower service so that BSA employees and other workers can report issues or serious wrongdoings without being subject to victimisation, harassment or discrimination.

Application:

This Policy applies to all BSA operations and covers all of our activities and services. The management teams have the accountability to understand the Policy and bring it to life.

The policy is owned by the Board and enacted through the Managing Director. It will be reviewed biennially and/or updated as required due to changes in the business, its leadership or the environment within which we operate.

Nicholas Yates
Managing Director and Chief Executive Officer - BSA Limited - 31st January 2019