

## **Industrial Relations Policy**

This policy underpins the manner in which staff are employed and/or promoted taking into consideration individual skills, qualifications, abilities and aptitude.

Hirotec is a member of the Australian Industry Group and ensures that all remuneration rates are commensurate with that required under the Metal, Engineering and Associated industries Award 1998.

### **Primary Goal**

The primary goal of the policy and associated procedures is to ensure that employees are remunerated fair and equitably and in accordance with Award conditions.

### **Objectives**

The objectives of this policy are that we will:

- Appoint the best qualified person wholly on the requirements of the job;
- Appraise and promote employees on the basis of objective assessment of performance and potential;
- Conduct personnel and management activities to ensure fair and equitable application to all employees;
- Provide adequate support for and encourage career development opportunities within the Company; and
- Maintain a workplace free of sexual harassment.

Hirotec understands that the well being of its staff is paramount to their effective performance and motivation. Hirotec adopts an equal opportunity employment policy.

This policy and associated procedures will be reviewed in consultation with the relevant parties on an annual basis for relevance and effectiveness.

PAUL SICARI  
Director

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