



**BRISBANE BASKETBALL INCORPORATED**

**WORKPLACE POLICIES**

## TABLE OF CONTENTS

Absenteeism Management Policy .....	1
Code Of Conduct .....	4
Counselling And Discipline Policy .....	7
Corporate Image And Presentation Policy .....	13
Drugs And Alcohol Policy .....	16
Email, Internet And Electronic Resources Policy .....	21
Grievance And Dispute Resolution Policy .....	30
Induction Policy .....	33
Leave Policy .....	35
Online Identity Policy .....	46
Performance Management Policy .....	50
Personnel Records Policy .....	54
Privacy Policy .....	58
Security And Theft Policy .....	63
No Smoking Policy .....	67
Termination And Redundancy Policy .....	69
Workplace Harassment, Discrimination And Sexual Harassment Policy .....	74
Recruitment And Selection Policy .....	84



# Absenteeism Management Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. recognises that when Employees are absent it places increased pressure upon available staff. The aim of this policy is to outline a fair and constructive process that may be followed to manage absence of Employees.<sup>1</sup>

## DEFINITIONS

### Absenteeism

Absenteeism is any pattern of unscheduled absences including absences due to illness or injury.

### Absenteeism Counselling

Absenteeism counselling is the process whereby the Supervisor/Manager and an Employee have a confidential and informal discussion following the Employee's absence.

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<sup>1</sup> Associated Legislation: *Fair Work Act 2009* (Cth)

## **PROCEDURES**

### **Proactive approach to Absenteeism Management**

The responsibilities of the Supervisor/Manager are:

- When a new Employee begins employment with Brisbane Basketball Inc., the Supervisor/Manager is responsible for advising Employees of their obligations and Brisbane Basketball Inc.'s expectations in terms of absences;
- Each Supervisor/Manager is to actively monitor the amount of sick leave and any other unscheduled absences taken by Employees; and
- If a Supervisor/Manager considers an Employee has not complied with absenteeism requirements outlined within the Leave Policy, or considers there is an unacceptable pattern of unscheduled absences by an Employee, counselling may occur.

### **The Counselling Process**

The Supervisor/Manager is to conduct absenteeism counselling in the following way:

- Have a one-on-one discussion with the Employee concerned after their absence;
- Restate Brisbane Basketball Inc.'s policy in regard to absenteeism, their obligations and expectations in terms of absence;
- Enquire if anything may be done to prevent their sickness (eg. Job design, leadership style or work colleagues);
- Toward the end of the discussion, agree that the Employee understands and accepts Brisbane Basketball Inc.'s expectations; and
- A file note should be placed on the Employee's personnel file to document the counselling session.

### **Managing Employees with no Accrued Sick Leave**

Employees may not have any accrued sick leave if they have exhausted their entitlement.

Where an Employee has exhausted their sick leave entitlement or do not have an entitlement, the Supervisor/Manager will address the issue as follows:

- Issue the Employee with an "Extensive Sick Leave Letter of Concern".
- Inform the Employee that they need to advise Brisbane Basketball Inc. of any absences from work at least one hour prior to their shift commencing, stating the nature of the illness and the expected duration of the illness;
- Ask the Employee to provide a medical certificate for all sick leave taken, regardless of the length of their absence;

- Make it clear that a medical certificate must be provided within 24 hours of their return. Failure to do this will be treated as a disciplinary matter;
- If appropriate, identify that a rehabilitation consultant will be engaged to review the Employee's illness with their doctor and develop a recommendation on how Brisbane Basketball Inc. can best respond to the extended absences from work; and
- Advise the Employee that failure to meet any of these expectations could lead to disciplinary action.

## **SUMMARY OF KEY POINTS**

- The Supervisor/Manager will advise Employees of their leave entitlements and Brisbane Basketball Inc. expectations upon beginning employment with Brisbane Basketball Inc.
- Extensive absenteeism or failure to provide sufficient notice of leave may result in Disciplinary action.

# Code of Conduct

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

All Employees are required to behave in a manner consistent with this Code of Conduct.

### Application of the Code

Brisbane Basketball Inc. recognises that our reputation is one of our most valuable assets and is founded largely on the behaviour of the people who represent us. This Code and the associated Operating Principles applies to all directors, Employees, contractors and consultants of Brisbane Basketball Inc. Compliance with this Code, our policies and the law is a condition of employment and will serve to enhance our brand and reputation.

## THE CODE

All Employees are required to:

- (a) Abide by Brisbane Basketball Inc. Values, uphold the Business Principles and comply with all policies and procedures that apply to you;
- (b) Uphold the principles of equal opportunity and embrace the diversity in our teams;
- (c) Maintain a work environment free of unlawful discrimination, harassment and bullying;
- (d) Perform their job in a safe, responsible and effective manner;
- (e) Obey the law and comply with the regulatory environment that applies to their job;
- (f) Respect and safeguard the property of customers, Brisbane Basketball Inc. and fellow Employees, suppliers and contractors;
- (g) Maintain the confidentiality of all customers, Brisbane Basketball Inc. or other individuals' information gained through your work ;
- (h) Perform your duties as best you can, taking into account your skills, experience and qualifications;
- (i) Ensure personal business, financial and other outside interests do not conflict with, or appear to conflict with, their duties;
- (j) Not give or accept gifts, prizes or hospitality that compromise themselves or Brisbane Basketball Inc.;
- (k) Report unethical, illegal or improper behaviour, including breaches of this Code of Conduct; and

- (l) Not condone behaviour which breaches this Code of Conduct.

## **VIOLATIONS**

In the event of a violation of Brisbane Basketball Inc.'s Policy, the following disciplinary action or actions at the discretion of management may occur:

- (a) Further education and training;
- (b) Counselling;
- (c) Written warning;
- (d) Final written warning;
- (e) Summary dismissal;
- (f) Any other lawful or legitimate action Brisbane Basketball Inc. deems appropriate under the circumstances to protect its interests and those of its employees, clients, suppliers, shareholders and any other stakeholders.

### **The following are examples of breaches of this Code:**

- Failure to report any accident or incident to your manager;
- Reporting to work in such a condition that you are unfit to perform your duties properly or safely;
- Any deliberate or careless action that results, or may result, in the injury of a fellow worker, a customer or damage to Brisbane Basketball Inc. or personal property;
- Irresponsible use of fire protection or safety equipment;
- Grossly negligent, wilful and deliberate acts affecting hygiene, quality or safety; and / or
- Failure to observe Safety Rules or working in an unsafe manner or failing to make proper use of safety equipment (where such equipment is installed and/or provided).

## **OPERATING PRINCIPLES**

- Brisbane Basketball Inc. conducts its activities ethically, in accordance with the law and its regulatory obligations;
- Brisbane Basketball Inc. respects, considers and responds to the interests of all of its stakeholders, and engages in a way that promotes genuine trust;
- Brisbane Basketball Inc. takes the security of its people, property and information seriously;
- Brisbane Basketball Inc. values and respects human and animal rights;



- Brisbane Basketball Inc. respects the privacy of individuals and protects their personal information; and
- Brisbane Basketball Inc.'s priority is to exceed the expectations of our customers by way of delivering a valuable and compassionate experience.

## **SUMMARY OF KEY POINTS**

This Code sets standards of behaviour expected of every Employee of Brisbane Basketball Inc. A breach of this Code will lead to disciplinary action ranging from counselling to termination of employment. Furthermore, in some circumstances Brisbane Basketball Inc. make take legal action against you.

If you have any questions that are not specifically addressed in this Code or any of the policies referred to in this Code, please ask your Supervisor / Manager for advice.

# Counselling and Discipline Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

The objective of the counselling and discipline procedure, wherever possible, is to correct an Employee's unacceptable performance or behaviour in a positive manner.

To ensure procedural fairness, this policy sets guidelines for a fair and systematic approach that can be followed to correct an Employee's unacceptable performance or behaviour.

Each matter is considered in conjunction with an Employee's performance and/or behaviour, as a whole, on a case-by-case basis. Nothing within this policy limits Brisbane Basketball Inc. to a narrow procedural application of this policy.<sup>2</sup>

## DEFINITIONS

### Informal Discipline

This is an early intervention that is implemented to correct an Employee's minor breach of Brisbane Basketball Inc.'s performance and/or behavioural standards. The discipline takes the form of a counselling interview.

### Formal Disciplinary Action

This is the intervention a Supervisor/Manager will revert to if previous informal actions have failed or, in the Supervisor's/Manager's opinion, an Employee seriously breaches Brisbane Basketball Inc.'s performance/behavioural standards.

### Counselling Interview

The Counselling interview is the medium used to personally advise the Employee of the conduct that is of concern and to establish if there are any reasons for the behaviour. The interview is then used to clarify Brisbane Basketball Inc.'s expected performance/behavioural standards.

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<sup>2</sup> Associated Legislation: *Fair Work Act 2009 (Cth)*

## **Formal Disciplinary Interview**

This is the interview that is carried out to obtain information about an Employee's breach of Brisbane Basketball Inc. behaviour and/or performance standards to determine whether the appropriate formal disciplinary action needs to be taken.

## **Written Warning**

A written warning is the documentation of an Employee's breach of Brisbane Basketball Inc.'s performance and/or behavioural standards, how the performance and/or behaviour may be corrected and the consequences of the breach.

## **Summary Dismissal**

This is where an Employee's breach of Brisbane Basketball Inc.'s performance and/or behaviour standards is serious enough to warrant instant dismissal without notice or pay in lieu of notice.

# **PROCEDURES**

## **Disciplinary Process**

If an Employee's performance/behaviour falls short of required standards they may be subject to a disciplinary process. Depending on the circumstances, a disciplinary process may involve a formal disciplinary interview or counselling interview.

## **Informal Disciplinary Process**

Where a Supervisor/Manager deems informal discipline to be appropriate, a Counselling interview is to be carried out by the Supervisor/Manager as follows:

- (a) Make the Employee aware of the unsatisfactory performance and/or behaviour;
- (b) State and discuss performance and/or behavioural standards required;
- (c) Agree on an action plan to correct the Employee's breach of Brisbane Basketball Inc.'s behaviour and/or performance standards; and
- (d) Place the counselling interview notes on the Employee's personnel file.

## **Formal Disciplinary Process**

A Supervisor/Manager may resort to formal disciplinary action if there has been no improvement resulting from informal discipline or for more serious or persistent instances of unacceptable performance and/or behaviour. The formal disciplinary interview is to be carried out as follows:

- (a) Discuss the need for disciplinary action with Senior Management prior to the meeting with the Employee;
- (b) Inform an Employee that there is going to be a formal disciplinary Counselling interview and they have the right to have a representative present;
- (c) Supervisors should organise a third party to be present to act as a witness of the formal disciplinary Counselling interview;
- (d) The reason for the meeting must be clearly explained to the Employee;
- (e) An Employee must be given a chance to respond to the allegations and/or complaint; and
- (f) Place a copy of the formal Disciplinary Interview notes on the Employee's personnel file.

## **Suspension**

In cases involving a formal disciplinary process, further investigation may be necessary. In these circumstances the Employee(s) concerned may be suspended, with pay, until such investigation is completed. The decision to suspend a person does not predetermine the outcome of the investigation and/or disciplinary action.

## **Disciplinary Outcomes**

All disciplinary matters will be considered on a case-by-case basis in conjunction with an Employee's previous performance and behaviour.

## **Informal Discipline**

Informal discipline will result in the Supervisor/Manager and Employee developing an action plan to correct the Employee's performance and/or behaviour. The Employee will be informed that any further breaches of Brisbane Basketball Inc.'s standards may result in further disciplinary action or termination.

## **Formal Disciplinary Action**

Depending on the situation, formal disciplinary action can result in any of the following:

- (a) Verbal Warning

Where a verbal warning is given, the Supervisor/Manager who gave the warning will complete the Disciplinary Interview Form and place it on the Employee's personnel file. This should be signed by the Supervisor/Manager and anyone else who was present.

The Employee will be informed that any further breaches of Brisbane Basketball Inc.'s standards may result in further disciplinary action or termination.

(b) Written Warning

A written warning will clearly state the specific behaviour that has led to the warning and identify that any further breach of Brisbane Basketball Inc.'s performance or behaviour standards may lead to termination.

All attending the disciplinary interview are to sign/date the Disciplinary Interview Form and keep notes of any conversation that takes place during the meeting.

The Supervisor/Manager is responsible for the completion of the Disciplinary Interview Form and Warning Letter. If the employee refuses, a witness shall sign the documents stating the employee's refusal to comply.

A copy of the written warning is to be placed on the Employee's personnel file along with any notes that were made.

The Employee will be informed that any further breaches of Brisbane Basketball Inc.'s standards may result in further disciplinary action or termination.

(c) Final Written Warning

The final written warning must clearly state the specific behaviour or lack of performance that has led to the final written warning and identify that any further breach of Brisbane Basketball Inc. performance and/or behaviour standards will result in termination.

(d) Termination

Where an Employee has committed a dismissible offence, notice of termination is required unless it is a summary dismissal.

(e) Summary Dismissal

Where an Employee commits a Summary Dismissible offence, the Employee will not be provided with any notice for the termination of their employment with Brisbane Basketball Inc.

### **Examples of Conduct Justifying Formal Disciplinary Action**

The following listing provides examples of conduct which may lead to disciplinary action. Examples include, but are not limited to:

- (a) Unsatisfactory work performance or behaviour;
- (b) Issues surrounding poor time keeping or unauthorised absence;
- (c) Dangerous games or pranks that may lead to personal injury or material/plant damage;
- (d) Use of offensive language or threats of physical violence;
- (e) Distributing, posting or altering written or printed matter of any description without prior Management approval;
- (f) Inability or unwillingness to work harmoniously with other staff;
- (g) The misuse of Brisbane Basketball Inc. property;
- (h) Performing non-Brisbane Basketball Inc. work during Brisbane Basketball Inc. time;
- (i) Smoking or eating in a prohibited area; and
- (j) Failing to comply with Brisbane Basketball Inc. Policies.

### **Examples of Conduct Justifying Summary/Instant Dismissal**

Serious misconduct may result in summary or instant dismissal. Examples of serious misconduct may include, but are not limited to:

- (a) Supplying false or misleading information when applying for a position or during your employment;
- (b) Theft or misappropriation (unauthorised storage, transfer or use) of property belonging to Brisbane Basketball Inc.;
- (c) Deliberate damage of property belonging to Brisbane Basketball Inc. or a fellow Employee;
- (d) Fighting, provoking a fight or physically hurting another Employee;
- (e) The possession of unauthorised dangerous weapons;
- (f) Immoral conduct, soliciting for purpose of alcohol/drugs, collecting or soliciting contributions for any purpose;
- (g) Entering the premises whilst under the influence of illegal drugs or alcohol or in possession of illegal drugs;
- (h) Sexually harassing, intimidating or threatening a fellow Employee or person on site;
- (i) Falsifying Brisbane Basketball Inc. documents; and/or

- (j) Failure, refusal or neglect to comply with a reasonable instruction by a Manager or Supervisor.

## **SUMMARY OF KEY POINTS**

- This policy is a guideline. Nothing in this policy limits Brisbane Basketball Inc. to a narrow procedural application of this policy.
- Disciplinary action may be informal or formal.
- In all cases of disciplinary action, the Employee will be warned that any further breaches may result in the Employee's termination.

# Corporate Image and Presentation Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. expects all Employees to have standards of grooming and presentation that are appropriate to the nature of its operations.

The appropriateness of dress standards and presentation may vary according to the nature of the activities in which an employee is participating.

It is recognised that each person develops their own style consistent with their personality and that this style is important in creating the right image for their career and personal aspirations.

## GUIDELINES

### Clothing

All staff, when involved in face to face interactions with customers and the general public should be professional in appearance.

Front desk and reception staff are the face of Brisbane Basketball Inc. and must ensure at all times they are well groomed and professionally dressed.

### Casual and Social Events

The management at its discretion may declare a casual attire day for staff not engaging with the public on that day.

### Corporate (branded) Shirts

Where supplied by Brisbane Basketball Inc., corporate branded shirts should be worn for official corporate activities or events, in circumstances where their use will enhance the corporate brand and/or image.



## **Inappropriate presentation**

The following are considered inappropriate in presenting a professional appearance:

- Clothing bearing offensive or political slogans or images.
- Exposure of inappropriate body parts.
- Caution should be exercised with the public display or patronage of brands that are in competition of Brisbane Basketball Inc.'s clients.
- Tattoos and Body Piercing
  - Body piercing jewellery that can be seen by customers or the general public may detract from an Employee's professional image. Any departure from the classical professional look should be discussed with your Supervisor/Manager.
  - Employees with tattoos must ensure that the tattoos are not visible to clients or other public. Visible tattoos must be covered by clothing or, where appropriate, make-up.
- Radical extremes in style and/or colour.

## **Grooming**

Hair should be styled and coloured, where relevant, in a manner which reflects a professional image and must be well maintained.

Facial hair should be well maintained and look clean and tidy.

Nails should be clean, tidy and well maintained.

Artificial nails and nail polish should be consistent with a professional image and what is considered relevant to the role.

## **Promoting the Current Policy**

Ensure all new Employees are provided information regarding appropriate clothing and grooming standards upon induction. See the Induction Program.

Adherence to this policy will be considered as part of the Performance Management System.

Continuous or repeated failure to meet Brisbane Basketball Inc.'s presentation expectations will be dealt with under the Counselling and Discipline policy.

## **SUMMARY OF KEY POINTS**

- Brisbane Basketball Inc. expects high standards of personal presentation of its employees.
- This policy offers guidelines on what is considered appropriate and inappropriate.

# Drugs and Alcohol Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

The objective of this policy is to maintain a safe, healthy and productive workplace by preventing incidents caused by alcohol and other drugs.

Employees have an obligation and responsibility to ensure that they are “fit for duty” and take all reasonable steps to ensure the safety of themselves and other people in the workplace. An Employee’s consumption of drugs or alcohol may place themselves and others in unnecessary danger.<sup>3</sup>

## DEFINITIONS

### Drugs

Drugs include any illegal or prescription substances that alter mood and/or physical functioning.

### Fitness for duty

An Employee is fit for duty if performance is not impaired by:

- Illegal or prescription drugs;
- Blood alcohol level in excess of 0.05 grams per 100 ml of any blood specimen;
- Fatigue;
- Certain medical conditions; or
- Certain emotional conditions.

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<sup>3</sup> Associated Legislation: *Work Health and Safety Act 2011* (NSW); *Occupational Health, Safety and Welfare Act 1986* (SA); *Work Health and Safety Act 2011* (Qld); *Work Health and Safety Act 2011* (ACT); *Work Health and Safety (National Uniform Legislation) Act 2011* (NT); *Occupational Health and Safety Act 2004* (Vic); *Occupational Safety and Health Act 1984* (WA); *Workplace Health and Safety Act 1995* (TAS)

# PROCEDURES

## Employee Obligations

- Employees have an obligation and responsibility to ensure that they are fit for duty;
- No illegal drugs are allowed onto Brisbane Basketball Inc.'s property;
- No alcohol or illegal/prohibited drug is to be consumed by any Employee whilst on duty or during meal breaks; and
- Employees are not permitted to commence duty when exhibiting signs of being intoxicated, under the influence of any illegal or prescription drugs, or in any other condition which may reasonably be considered to endanger the health and safety of the Employee and/or other Employees.

An Employee, who is suspected of not being fit for duty, will not be allowed to work. An Employee is deemed to be affected by alcohol if they have a blood alcohol level of or above 0.05.

An Employee who is under the influence of alcohol and/or other drugs and not fit for duty may be identified by;

- Self identification and/or self referral to a treatment program;
- A fellow Employee;
- A Supervisor; and/or
- A medical assessment.

## Disciplinary Action

Brisbane Basketball Inc. may initiate disciplinary action against any Employee who is affected by illegal drugs, prescriptive drugs and/or alcohol. Disciplinary action, depending on the circumstances, may take any of the following forms:

- Further education and training;
- Verbal warning;
- Written warning;
- Final written warning;
- Dismissal; and/or
- Summary dismissal.

Generally, if an Employee affected by illegal drugs, prescriptive drugs and/or alcohol places themselves or others at risk of injury the appropriate penalty will be summary dismissal.

## **Issues to Consider When Deciding Disciplinary Action**

When considering disciplinary action against an Employee at the time that the Employee is allegedly affected by drugs and/or alcohol, the following factors should be considered:

- The physical and mental state of the Employee;
- The possibility of anger, aggression and/or violence being directed to other Employees;
- Whether the Employee has consented to a medical examination and testing;
- Whether the Employee was claiming to be fit for duty or not;
- History of the Employee including previous disciplinary action and current medical treatment; and
- Other evidence available and witnesses which would support the disciplinary action proposed.

## **Guidelines to Determine if an Employee is not Fit for Duty**

A Guide to determine whether an Employee is affected by alcohol and/or illegal or prohibited drugs may include, but is not limited to:

### Work Performance and Work Patterns

- High number of mistakes;
- Extremes in performance; and/or
- Difficulty in remembering instructions or handling complex situations.

### Physical Symptoms and Conditions

- Weariness;
- Exhaustion;
- Excessive blinking;
- Blank stares;
- Unusual efforts to cover arms;
- Wearing sunglasses at unusual times;
- Slurring of words;
- Smelling of alcohol; and/or
- Unable to stand-up straight without assistance.

### Absenteeism and personal health

- Increase in absence especially before and after weekends;
- Consistently late;
- Disappear from job regularly; and/or
- Signs of nervousness or emotional distress.

### Social Interaction on the job

- Withdrawing or avoiding peers;
- Overly sociable; and/or
- Unusual outbursts of emotions eg. Angry or irritable.

### Accidents and concentration

- Highly accident prone on and off the job;
- Taking unnecessary risks or needlessly endangering others;
- Difficulty concentrating; and/or
- Appear to be confused.

## **Employee Assistance**

An Employee may request assistance for identifying appropriate programs for drug and/or alcohol education or rehabilitation.

Employee assistance may be accessed by an Employee's own initiative or may be offered by their Supervisor/Manager.

The confidentiality of Employees accepting Employee assistance is assured, except for information that is required to determine an Employee's fitness for work or appropriate disciplinary action.

## **Alcohol on the Premises**

Alcohol is not to be brought onto Brisbane Basketball Inc. property or where work is being performed without the expressed permission of the Manager.

Alcohol can only be consumed on Brisbane Basketball Inc.'s premises with the expressed permission and prior approval of the Manager (eg. for work functions).

## **Prevention of Alcohol and Drug Related Incidents**

Training and education in this policy will be provided to all staff. This training may cover:

- The effects of drug and alcohol use on health, safety and work performance;
- The consequences for Employees who fail to comply with Brisbane Basketball Inc. policy;
- Workplace and personal lifestyle stressors that can contribute to drug and alcohol abuse;
- Personal stress reduction methods;
- What constitutes harmful drug and alcohol use;
- Ways of dealing with harmful alcohol and drug use;
- Who to approach in the workplace for assistance; and/or
- Skills for Supervisors/Managers in identifying drug and alcohol use and how to manage the issues.

## **SUMMARY OF KEY POINTS**

- Supervisors/Managers must not permit Employees to commence work if the Employee is suspected of being under the influence of an intoxicating substance.
- Confidentiality is assured for Employees participating in any counselling or medical treatment, except for information that is required by Brisbane Basketball Inc. to determine either fitness for work or appropriate disciplinary processes.
- Alcohol or any illegal/prohibited drug is not to be consumed by any Employee whilst on duty or during work breaks.
- Alcohol is not to be brought onto Brisbane Basketball Inc. premises without the permission of the Supervisor/Manager.
- Brisbane Basketball Inc. may carry out disciplinary action if this policy is breached.

# Email, Internet and Electronic Resources Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

### Policy Overview:

This document sets out the policy and guidelines relating to use of the email, internet and other electronic resources of Brisbane Basketball Inc.

Information Technology systems are essential for the daily operation of Brisbane Basketball Inc. Brisbane Basketball Inc. provides email, internet access and hard/software for Brisbane Basketball Inc. Employees and authorised contractors.

The following policy and guidelines apply to the use of Brisbane Basketball Inc.'s information and communications resources including but not limited to:

- Computers;
- Computer Software;
- Electronic Mail;
- Online services (internet and intranet, messaging);
- Voicemail;
- Telephones;
- Facsimile Machines; and
- Photocopiers.

The policy applies to the use of Brisbane Basketball Inc.'s electronic services and resources at any location whether at home, work or at another site, and at any time. It applies to use by anyone including staff, contractors, consultants, casual and temporary workers.



All employees and other persons who use Brisbane Basketball Inc.'s electronic resources and services must:

- Read and comply with this policy; and
- Report any breach, or suspected breach, of the policy immediately to their supervisor/manager or another appropriate person.

Any breach of this policy may result in an immediate withdrawal of access to Brisbane Basketball Inc. electronic resources and/or disciplinary action which, in the case of employees, can be up to and including dismissal, and in the case of contractors/consultants can be termination of their engagement.

## **DEFINITIONS**

### **Confidential information:**

Confidential information is that which is valuable to Brisbane Basketball Inc. and which by its very nature is commercially sensitive or confidential. Confidential information does not include information or knowledge which has been released into the public domain, other than by breach of this policy. Examples of confidential information include, but are not limited to:

- Customer details;
- Price Lists,
- Internal Costings;
- Supplier Details;
- Brisbane Basketball Inc. Manuals;
- Financial Details;
- Product Details;
- Advertising Material; and
- Brisbane Basketball Inc. Plans for the future.

### **Audit and Review:**

Brisbane Basketball Inc.'s legal rights to review, audit, intercept, access and disclose all modes of information created, received, downloaded or sent over the electronic communications systems for any purpose, will be maintained at all times.

# PROCEDURES

## General

Managers and Supervisors are to educate staff regarding the contents of this policy upon induction.

Management reserves the right to conduct an audit and review at any time.

Employees and management must take all reasonable steps to ensure the safety and security of Brisbane Basketball Inc. electronic resources and information.

Employees and other personnel must not enable, disable, or otherwise modify or interfere with any Brisbane Basketball Inc. electronic resources including hardware and software unless required to do so in the course of their work, or required to do so by management.

The use of email, internet Brisbane Basketball Inc. software/hardware and other electronic resources of Brisbane Basketball Inc. is limited to authorised Employees and Contractors.

Minimal personal use of email, internet and Brisbane Basketball Inc. software/hardware is permitted if it does not interfere or conflict with business use.

Unauthorised use of Brisbane Basketball Inc.'s email, internet, software/hardware, or other electronic resources may lead to disciplinary action and/or the revoking of authorisation. Unauthorised use includes but is not limited to:

- Infringement of the copyright or other intellectual property rights of other parties;
- Perpetration of fraud;
- Transmitting material that could be regarded as discriminating, racially vilifying, defamatory, pornographic, sexually harassing or material that may inflict harm on another person whether intentionally or otherwise;
- Broadcasting of unsolicited views on social, political, religious or other non-business related matters;
- Commercial ventures unrelated to Brisbane Basketball Inc.;
- Creating or obtaining material that may be considered as workplace harassment; or
- Any act that directly or indirectly creates a risk to, or materially harms the reputation and/or goodwill of Brisbane Basketball Inc.

Internet, email or software/hardware is to be deleted/destroyed if it is:

- Unlawful;
- Discriminatory;
- Racially vilifying; or
- Where, in the opinion of Brisbane Basketball Inc., material is viewed to be pornographic or could have the potential to harm the reputation of Brisbane Basketball Inc.

The above material must not, without the express written permission of Brisbane Basketball Inc., be forwarded or distributed within or outside Brisbane Basketball Inc. Storage or distribution of the above material may result in disciplinary action.

## **Email**

All email accounts are the property of Brisbane Basketball Inc. These are provided to employees and authorised personnel to be used for legitimate business purposes only and in accordance with applicable Brisbane Basketball Inc. policies.

Any use of Brisbane Basketball Inc.'s email system that violates any part of this policy or other Brisbane Basketball Inc. policies or procedures, or that is unlawful, will result in disciplinary action up to and including dismissal, or as the case may be, termination of engagement.

When sending emails from Brisbane Basketball Inc. system it is important to remember that it is similar to sending a letter on a letterhead, so care must be taken to ensure that the communication meets Brisbane Basketball Inc. policies and guidelines, communicates effectively and efficiently to the receiver and does not in any way reflect negatively on Brisbane Basketball Inc. or Brisbane Basketball Inc.'s employees.

You must be aware that, even though a particular email message is addressed to a particular recipient or recipients, the recipient(s) may in turn distribute, publish or use the message or its contents for other purposes. Notwithstanding that you are not directly responsible for any further use or distribution of the message or its contents, you may still be held liable for having sent any confidential, inappropriate, infringing or illegal material to the recipient(s); you will be held fully responsible for the consequences of the distribution, publication or use.

Electronic communications may be used as evidence if Brisbane Basketball Inc. is involved in legal proceedings. Electronic communication can therefore, become public knowledge in the event of litigation.

## Appropriate Usage Guidelines

In the course of your employment, you may use Brisbane Basketball Inc.'s email to fulfil your job responsibilities and further the objectives of Brisbane Basketball Inc. It is also acknowledged that you may use Brisbane Basketball Inc. email for limited non-business use however, such use should not breach any part of this policy or other Brisbane Basketball Inc. policies or guidelines, should not adversely effect the reputation or goodwill of Brisbane Basketball Inc., should not be used to engage in any unlawful activity or expose Brisbane Basketball Inc. to risk of legal action.

Occasional, incidental and infrequent use of email for non-business purposes is permitted. Such use must not:

- Abuse Brisbane Basketball Inc. time or resources;
- Interfere with the proper performance of your role;
- Adversely effect the performance or availability of Brisbane Basketball Inc.'s email and/or computer systems, or create a risk of occurrence of such an adverse effect; or
- Violate Brisbane Basketball Inc. policies or procedures.

Confidential business emails must be distributed to Brisbane Basketball Inc. personnel only. Forwarding of confidential messages to locations outside of Brisbane Basketball Inc. is prohibited and may result in disciplinary action.

You are not permitted to use Brisbane Basketball Inc. email to undertake, conduct or promote any personal business or commercial business activity or outside business activity.

Emails containing virus warnings or viruses should be deleted and not forwarded.

Employees are not permitted to forward/send disruptive emails within Brisbane Basketball Inc. Email that is considered to be disruptive includes, but is not limited to:

- Spam;
- Virus warnings;
- Chain Emails; and
- Emails whose content has the potential to cause offence, or causes actual offence to any person.

Emails from anonymous sources with suspected viruses must not be opened unless its content has been scanned for viruses and, if any, deleted.

Where Employees receive emails or emailed material that would be considered inappropriate for use within the organisation, the Employee must reply to the sender requesting that no further material of that nature be forwarded.

Employees are not permitted to access or retrieve another Employee's email if unauthorised to do so. Emails must not be sent from another person's email account without the other person's (the account holders) express permission. If their permission is obtained, the email message must identify the sender of the message as well as the owner of the account.

The content of Email that is obtained for legitimate business purposes may be disclosed within Brisbane Basketball Inc. without the permission of an Employee.

## **Email Etiquette**

Email may not always be the best option for communication because its lack of non-verbal communication leads it to be impersonal and, therefore, may be misunderstood.

It is important to realise that other forms of communication may be better suited, such as letters, memos, reports, telephone or face-to-face communication.

When sending emails, the message may be more effective by using the following questions to guide the message's content:

- What is my relationship to the receiver?
- Is anyone else likely to see the message?
- What does the receiver know?
- What does the receiver need to know?
- How will the receiver react to the message?
- Would I be willing to give this message face-to-face?

Avoid sending group messages, CC or BCC. Consider whether each person needs to see the message.

Don't use "reply all" unless all recipients need to see your response.

Keep messages short and to the point and include a title that conveys the point of the message in 5 words or less.

## **Brisbane Basketball Inc. Software/Hardware**

Software is not to be installed on any Brisbane Basketball Inc. computer without the prior approval from Brisbane Basketball Inc.'s Information and Technology Technician (or equivalent). This is to ensure compatibility as well as confirm that Brisbane Basketball Inc. has a license to use the software.

Any alterations made to the hard/software configuration should be performed only by Brisbane Basketball Inc.'s Information and Technology Technician.

You may be held liable for any cost incurred as a result of unauthorised use, including installation of hardware or software on Brisbane Basketball Inc. computers, or as a result of use of Brisbane Basketball Inc. software for personal use, or allowing unauthorised persons to access or use Brisbane Basketball Inc. hardware or software.

Computers that require repair for hard/software that was not approved by Brisbane Basketball Inc.'s Information and Technology Technician will be given low priority for assistance.

Employees and other authorised personnel must not install or use software that was purchased for personal use on Brisbane Basketball Inc. computer system without the express permission of management. Brisbane Basketball Inc. may require the immediate removal of any unauthorised software.

## **Internet/Intranet Usage**

All electronic systems, including internet and intranet facilities are the property of Brisbane Basketball Inc. and are provided to Employees and authorised personnel for appropriate business use in accordance with applicable Brisbane Basketball Inc. policies, procedures and guidelines. It is accepted that limited non-business use of those facilities is permitted; such use must comply with this policy.

Any information obtained from the Internet and republished by Brisbane Basketball Inc. must be acknowledged and recognised as such.

Management reserves the right to disable or restrict access to certain internet sites and services without reason.

Downloading from the internet exposes Brisbane Basketball Inc. to viruses and licensing issues, therefore, all downloading must be authorised.

## **Privacy and Confidentiality**

Brisbane Basketball Inc.'s information is a valuable asset. Thus the information must be safeguarded through maintenance of confidentiality.

If Brisbane Basketball Inc. wishes to disclose its own confidential information to any person outside of Brisbane Basketball Inc., this person may be requested to complete a "non-disclosure agreement".

Brisbane Basketball Inc. information may only be stored and/or accessed from Employees' home computers if authorised by Management.

Brisbane Basketball Inc. respects the privacy of its Employees and, in the normal course of events; Brisbane Basketball Inc. will not allow Employee access to another individual's email. However, a general or random audit and review of email messages may be undertaken under any circumstance where Brisbane Basketball Inc. believes it is appropriate to do so. These circumstances include, but are not limited to:

- An investigation regarding misconduct or workplace harassment;
- Compliance with Brisbane Basketball Inc.'s health and safety obligations; or
- Where the location of substantive information is required for Brisbane Basketball Inc. business and that information is not more readily available by some other means.
- To protect and prevent interference with the employer's business.

The confidentiality of a message must not be assumed, even when a message is erased it may be possible to retrieve and read.

At times, other Companies may entrust confidential information with us, such information is to be given the same protection as our own confidential information.

## **SUMMARY OF KEY POINTS**

- Email and Internet access is limited to Employees and contractors who have authorised access to an email account.
- Minimal personal use of email, Internet and hard/software is allowed if it does not interfere or conflict with business use or Brisbane Basketball Inc. policy.
- Unauthorised use of Brisbane Basketball Inc. email or Internet access may lead to disciplinary action.
- Brisbane Basketball Inc. reserves the right to conduct random audits of Brisbane Basketball Inc.'s electronic communication and usage without permission of the Employee.

- Employees must ensure that confidential Brisbane Basketball Inc. and Customer information remains secure and confidential from the public.



# Grievance and Dispute Resolution Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. intends to ensure that all grievances and/or disputes raised by Employees are dealt with fairly, promptly and efficiently.

This policy is to cover situations in which no Award or other Industrial Instrument applies.<sup>4</sup>

## DEFINITIONS

### Grievance

Grievance is a real or perceived issue that causes resentment and is regarded as sufficient grounds for complaint.

### Dispute

A dispute is a disagreement or difference between people or groups of people on a matter pertaining to the relationship between Brisbane Basketball Inc. and Employees. A dispute may arise when an Employee or Brisbane Basketball Inc. makes a claim that the other rejects.

## PROCEDURES

### Grievance and Dispute Responsibilities

All parties involved in a grievance or dispute must follow this policy. While the intent of this policy is to resolve grievances and disputes, nothing in this policy limits a person's statutory rights.

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<sup>4</sup> Associated Legislation: *Fair Work Act 2009* (Cth)

An Employee may be subject to disciplinary action where the provisions of this policy, or another relevant industrial instrument, are not met. The basis for disciplinary action may include, but is not limited to:

- Failure, refusal and/or neglect to follow reasonable lawful instructions;
- Raising erroneous complaints; and/or
- Repeatedly raising complaints which are found to have no justification.

## **Grievance and Dispute Procedure**

### *Step 1: Supervisor*

Raise the issue with your immediate Supervisor stating your grievance/dispute.

The Supervisor will endeavour to solve the problem and inform the Employee accordingly.

Should an Employee not be satisfied with the outcome, he/she may proceed to Step 2.

Where the grievance/dispute concerns an Employee's Immediate Supervisor, the Employee can bypass Step 1 and proceed to Step 2.

### *Step 2: Manager*

The Employee is to put their grievance/dispute in writing with all relevant details and submit it to the Manager. He/she can be assisted by a representative to do this, if required.

The Manager will endeavour to solve the problem and inform the Employee accordingly.

Should the Employee not be satisfied with the outcome, he/she may proceed to Step 3.

### *Step 3: General Manager/Director*

If no outcome can be reached, the matter may be referred to the General Manager for consideration.

The General Manager will consider all of the information surrounding the issues and propose a final decision/outcome.

If an Employee is not satisfied with the outcome, the grievance/dispute may enter Step 4.

*Step 4: Fair Work Australia / Agreed Alternative Dispute Resolution Provider*

The matter is referred to Fair Work Australia or an Agreed Alternative Dispute Resolution Provider for assistance and resolution. In this process, Fair Work Australia or the Agreed Dispute Resolution advisor may conciliate the matter.

## **SUMMARY OF KEY POINTS**

- All grievances/disputes are to follow the process outlined within this policy if no other Award or other Industrial Instrument applies.
- All grievances/disputes will be handled in an objective manner.

Employees may be subjected to disciplinary action where the provisions of this policy or other relevant industrial instruments are not followed.

# Induction Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. recognises the importance of the induction process for new members of the organisation. The induction process allows Employees to fully understand their terms and conditions of employment and their responsibilities within Brisbane Basketball Inc.

The induction process is also valuable for:

- Decreasing the anxiety of new staff;
- Assisting current Employees to understand how the new person will fit into the team's environment;
- Raising the new Employee's awareness of Brisbane Basketball Inc.'s vision, and strategy, and their role in the achievement of the overall objectives.

## DEFINITIONS

### Induction

Induction is a formal, systematic introduction of a new Employee to their position, co-workers and Brisbane Basketball Inc. Therefore, the induction process is the first step in aligning an individual's objectives with that of the organisation.

## **PROCEDURES**

### **The Induction Process**

Employees will be initiated into the workplace through a formal induction process, preferably on the first day of commencing with Brisbane Basketball Inc. This process will be as follows:

- (a) Ensure a suitable program is available for staff inductions (a checklist is advisable);
- (b) Ensure the workplace is prepared for the induction and Employees are aware that a new Employee is starting;
- (c) Encourage the new Employee to ask questions;
- (d) At the completion of the induction process, both the new Employee and the person conducting the induction are to complete the "Induction Checklist" to ensure all information was covered;
- (e) Attach the induction material for each Employee to the Employee's personnel file.

### **SUMMARY OF KEY POINTS**

- The Induction Checklist must be completed by the person conducting the induction and the new Employee.
- The completed Induction Checklist is to be placed on the new Employee's personnel file.

# Leave Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. aims to ensure that Employees are aware of the types of leave and the conditions under which leave is available.

In practice, reference must also be made to the applicable Employment Industrial Instrument, Contract and/or Legislation<sup>5</sup>.

The types of leave incorporated within this policy are:

- Annual Leave;
- Personal/Carer's Leave;
- Unpaid Carers Leave;
- Compassionate Leave;
- Parental Leave;
- Special Maternity Leave;
- Pre-Adoption Leave;
- Long Service Leave; and
- Special Leave (without Pay).

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<sup>5</sup> *Fair Work Act 2009 (Cth); Long Service Leave Act 1976 (ACT); Long Service Leave Act 1955 (NSW); Long Service Leave Act 2004 (NT); Industrial Relations Act 1999 (Qld); Long Service Leave Act 1987 (SA); Long Service Leave Act 1976 (TAS); Long Service Leave Act 1992 (VIC); Long Service Leave Act 1958 (WA)*

## **DEFINITIONS**

### **Adoption Leave**

Adoption Leave is unpaid leave available to the Employee that has or will have responsibility for the care of the child immediately following the adoption of a child that is, or will be under 16 years of age at the day or expected day of placement of the child, who has not previously lived continuously with the Employee for a period of 6 months or more and is not a child of the Employee or Employee's spouse or de facto partner.

### **Annual Leave**

Annual Leave is the entitlement of a full time Employee to 20 days paid leave per annum. A full time Employee defined as a continuous shiftworker will be entitled to 25 days paid leave per annum. Part time Employees are entitled to Annual Leave on a pro-rata basis.

### **Compassionate Leave**

An Employee is entitled to 2 days of Compassionate Leave for each permissible occasion when a member of the Employee's immediate family or household contracts or develops a personal illness or injury that poses a serious threat to his or her life or dies. An immediate family member includes:

- A spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee;
- A child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.

### **Continuous Service**

Continuous Service is service to Brisbane Basketball Inc., including periods of authorised leave under an unbroken employment contract.

### **Long Service Leave**

Long Service Leave is a period of paid leave granted to an Employee in recognition of a long period of service to a Brisbane Basketball Inc.. Entitlements vary depending on the State or Territory of Employment.

## **Parental Leave**

Parental Leave includes unpaid Parental Leave taken in association with the birth of a child or the placement of a child for adoption, Special Maternity Leave and Pre-Adoption Leave. It is available to permanent Employees and Long Term Casual Employees with at least 12 months continuous service.

## **Personal/Carer's Leave**

A full-time Employee will accumulate 10 paid days of Personal/Carer's Leave per annum.

Such leave can be taken if the Employee is:-

- not fit for work because of a personal illness or injury affecting the Employee; or
- is required to provide care or support to a member of the Employee's immediate family or household because of illness, injury or an unexpected emergency affecting the member of the family or household.

Part time Employees are entitled to paid Personal/Carer's Leave on a pro-rata basis.

Personal/Carer's leave not taken will accrue from year to year.

## **Public Holidays**

Brisbane Basketball Inc. recognises the following days as "public" holidays:

- New Year's Day (1 January);
- Australia Day (26 January);
- Good Friday;
- Easter Monday;
- Anzac Day (25 April);
- Labour Day
- Queen's Birthday
- Christmas Day (25 December);
- Boxing Day (26 December);

Any other day or part day declared by or under a law of a State or Territory to be observed generally within that State or Territory.

## **Primary Care Giver**



A Primary Care Giver is defined as the person who assumes the principal role of providing care and attention to a child.

### **Unpaid/Special Leave**

Unpaid/Special Leave is leave granted on the basis of an emergency, compassionate grounds, sporting competition, seminar, conference, official representation or environmental disasters.

## **PROCEDURES**

### **Request for Leave**

All leave is an entitlement which should be requested with the appropriate notice provided to Brisbane Basketball Inc. (as set out within this policy).

Brisbane Basketball Inc. is not obliged to grant annual and long service leave when requested by the Employee. However, Brisbane Basketball Inc. will grant leave wherever possible and practicable.

### **Annual Leave**

The purpose of Annual Leave is to allow Employees to be refreshed on a regular basis. Therefore Employees are encouraged to avoid accumulating excessive leave balances.

Full Time Employees shall be entitled to 20 working days Annual Leave per annum. A full time Employee defined as a shiftworker will be entitled to 25 days paid leave per annum. Part Time Employees are also entitled to Annual Leave which is calculated on a pro-rata basis.

Employees are encouraged to utilise their entire Annual Leave entitlement each year.

Annual Leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates year to year.

Annual Leave should be taken during "quiet periods" unless otherwise agreed to by Brisbane Basketball Inc.

An Employee must submit an application for Annual Leave (see Attachment 1) at least 4 weeks prior to taking Annual Leave.

Annual Leave is paid at the Employee's normal salary rate. Leave loading may be paid to an Employee employed under an Industrial Instrument.

Annual leave is exclusive of public holidays. Public holidays that occur during a period of Annual Leave will not be included as an Annual Leave day.

An Employee separating from Brisbane Basketball Inc. shall be entitled to payment of any accrued Annual Leave that remains outstanding.

During the period of Annual Leave, an Employee must not be engaged in any other employment without prior approval of Brisbane Basketball Inc.

Annual Leave entitlements do not apply to casual Employees.

### **Personal/Carer's Leave**

Full time Employees accrue 10 working days of Personal/Carer's Leave per annum. Part time Employees' entitlement is calculated on a pro-rata basis. Any untaken leave accumulates from year to year.

If an Employee is unfit to attend work due to personal illness or injury, the Employee must notify their Supervisor/Manager as soon as possible, disclose the nature of the absence, state the period of leave required and the duties which need to be performed in their absence.

Where an Employee is absent from the workplace due to personal illness or injury for more than 2 working days a medical certificate or statutory declaration must be submitted to the relevant Supervisor/Manager upon return to work. Brisbane Basketball Inc., at its discretion, may also require a medical certificate to be provided for a single day absence.

Personal/Carer's Leave entitlements do not apply to casual Employees.

An application for Personal/Carer's Leave (See Attachment 1) must be provided for all absences. This should be submitted to the relevant Supervisor/Manager upon return to work with the medical certificate enclosed where required.

Unused Personal/Carer's Leave entitlements accrue from year to year and are not able to be paid out upon cessation of employment.

Unused Annual Leave may be used as Personal/Carer's Leave when all paid Personal/Carer's Leave has been taken, subject to management approval.

An Employee may use Personal/Carer's Leave to provide care or support to a member of their immediate family or household, who requires care or support because of:

- a personal illness, or injury, of the member; or
- an unexpected emergency affecting the member.

### **Unpaid Carer's Leave**

Unpaid Carer's Leave is taken in circumstances where an Employee has exhausted his/her paid Personal/Carer's Leave entitlements (or can not access any because they are a casual Employee) and the Employee is required to provide care or support to a member of the Employee's immediate family or household as they are ill or injured or have an unexpected emergency.

The entitlement to Unpaid Carer's Leave is 2 days for each permissible occasion. Unpaid Carer's Leave may be taken as a single continuous period of up to 2 days or any separate periods to which the Employee and his or her Supervisor/Manager agree.

An Employee cannot take Unpaid Carer's Leave during a particular period if the Employee could instead take paid Personal/Carer's Leave.

Employees must notify Brisbane Basketball Inc. of their absence as soon as reasonably practicable. Such notification must include the nature of the absence and the expected duration of the absence.

Brisbane Basketball Inc. may require the Employee to provide a medical certificate or statutory declaration in verification of their absence.

Employees who wish to take Unpaid Carer's Leave must apply for leave as soon as reasonably practicable. Applications can be made using the application form in Attachment 1.

### **Compassionate Leave**

An Employee is entitled to up to 2 days of Compassionate Leave for each permissible occasion when a member of the Employee's immediate family or household contracts or develops a personal illness or injury that poses a serious threat to his or her life or; after the death of a member of their immediate family or household.

Employees, except casual Employees, are entitled to such leave without loss of pay.

An Employee should notify their Supervisor/Manager as soon as possible regarding their absence on Compassionate Leave.

On return to work, an Employee must submit an application for Compassionate Leave (see Attachment 1).

## **Parental Leave**

### **Unpaid Parental Leave**

Provided the requirements of this Policy are met, an Employee is eligible for up to 12 months of unpaid and unbroken Parental Leave if the leave is associated with:

- the birth of a child of the Employee or the Employee's spouse or de facto partner; or
- the placement of a child with the Employee for adoption and
- the Employee will be the child's primary care giver and has completed at least 12 months continuous service or is a long term casual Employee at the time of the birth or the placement of the child.

Parental Leave must not extend beyond 12 months after the birth or placement of the child unless agreed to by Brisbane Basketball Inc. The Employee may request to extend Parental Leave by up to 12 months beyond the available Parental Leave. This request must be made at least 4 weeks prior to the end of the available Parental Leave. Brisbane Basketball Inc. may refuse this request on reasonable business grounds and provide the reason/s in writing to the Employee no later than 21 days after the request is made.

Although Parental Leave can not be extended beyond 12 months after the birth or placement of the child, unless requested by the Employee and agreed to by Brisbane Basketball Inc., an Employee may return to work earlier if mutually agreed to by Brisbane Basketball Inc..

Where Parental Leave is birth-related, an Employee must provide at least 10 weeks' notice of expected confinement by submitting an application for Parental Leave (see Attachment 1) with a certificate from a registered medical practitioner stating the Employee is pregnant. The application must include the intended start and end dates of the Parental Leave.

Where Parental Leave is adoption-related the Employee must submit an application for Parental Leave (see Attachment 1) with dates on which the Employee wants to start and end the leave as soon as practicable but no less than 4 weeks in advance of commencing such leave. Where there are circumstances beyond the control of the Employee, adoption-leave may be taken prior to such notice if adoption of the child takes place earlier. The Employee must, if requested by Brisbane Basketball Inc., provide evidence of the day of placement, or

the expected day of placement, of the child and that the child is, or will be, under 16 years of age at the day of placement, or the expected day of placement, of the child.

An Employee will not be in breach of this Policy if the stipulated commencement date is pre-empted by early confinement or; an adoption agency requires the adoption of the child be earlier or later than the stipulated date or other compelling circumstances.

If the Employee is in an Employee couple, both Employees may take a period of concurrent leave of 3 weeks or less from the date of birth or the date of placement of the child.

The entitlement to 12 months unpaid Parental Leave is reduced by any other type of leave taken by the Employee.

### **Unpaid Special Maternity Leave**

A female Employee is entitled to a period of unpaid Special Maternity Leave if she is not fit for work during that period because:

- she has a pregnancy-related illness; or
- she has been pregnant, and the pregnancy ends within 28 weeks of the expected date of birth of the child otherwise than by the birth of a living child.

A female Employee's entitlement to 12 months of unpaid Parental Leave associated with the birth of a child is reduced by the amount of any unpaid Special Maternity Leave taken by the Employee while she is pregnant.

### **Pre-adoption Leave**

An Employee is entitled to up to 2 days of unpaid Pre-adoption Leave to attend any interviews or examinations required in order to obtain approval for the Employee's adoption of a child.

An Employee will not be entitled to take a period of unpaid Pre-adoption Leave if the Employee could take some other form of leave and Brisbane Basketball Inc. directs the Employee to take that other form of leave.

Pre-adoption Leave may be taken in one continuous period of 2 days or separate periods to which the Employee and Brisbane Basketball Inc. agree.

Employees requesting Pre-adoption Leave must provide Brisbane Basketball Inc. notice as soon as reasonably practicable. An application for Pre-adoption Leave can be made using Attachment 1.

## **Long Service Leave**

The Qualifying Period, Leave Period, Subsequent Leave and pro-rata entitlements will vary depending on the State or Territory of Employment. Refer to Attachment 2 for Long Service Leave entitlements for each State and Territory.

An Employee is encouraged to take Long Service Leave when it falls due.

An Employee is required to apply for Long Service Leave at least 3 months prior to the proposed commencement date of the leave.

Brisbane Basketball Inc. will endeavour to reach agreement on Long Service Leave dates. However, if agreement can not be reached, Brisbane Basketball Inc. may give the Employee at least 3 months written notice of the date on which the Employee is required to take at least 4 weeks Long Service Leave.

Long Service Leave is exclusive of public holidays.

Long Service Leave will be paid upon commencement of such leave at the ordinary rate paid immediately before the leave is taken.

## **Unpaid/Special Leave**

Special Leave will be considered in the following circumstances:

- An individual's property is affected by a natural disaster such as severe storms, flood, fire, hail;
- An individual is a member of a voluntary emergency service unit and is required to attend a natural disaster;
- Compassionate grounds;
- In special blood or organ donor circumstances; and
- Other circumstances, whereby no other leave policy is applicable, or the individual has no leave accrued.

Special Leave may be granted on either a paid or unpaid basis.

An application for Special Leave (see Attachment 1) must be submitted as soon as practicably possible to the Employee's Supervisor/Manager.

Appropriate documentation and evidence must also be submitted with the application.

Reservist Leave (Unpaid Leave) is available to an Employee who is full time or part time and serves in the Australian Reserve Forces.

## **SUMMARY OF KEY POINTS**

- Entitlements for leave may vary between State/Federal Legislation and Industrial Instruments. Such documents prevail over this policy.
- Brisbane Basketball Inc. is not bound to approve leave but will seek to approve it wherever possible and practicable.
- Leave entitlements vary between full time, part time and casual Employees

## Attachment 1 – Sample Application for Leave Form

(To be completed throughout in BLOCK LETTERS)

### PERSONAL PARTICULARS

Surname:	No of Days Available:
Given Names:	
Position:	Supervisor Initials:

#### LEAVE DETAILS

Last Day at Work:	/ /
First Day Back at Work:	/ /
Number of days/hours leave applied for: PLUS	
Number of public holidays during this period: PLUS	
Total Number of days/hours on leave:	

#### TYPE OF LEAVE APPLIED FOR:

<input type="checkbox"/> Annual Leave	
<input type="checkbox"/> Personal/Carer's Leave	For Personal/Carer's leave of 2 or more consecutive days a medical certificate/Statutory Declaration is required.
<input type="checkbox"/> Parental Leave	A letter from a doctor indicating the expected date of confinement is required.
<input type="checkbox"/> Compassionate Leave	
<input type="checkbox"/> Study Leave	
<input type="checkbox"/> Long Service Leave	
<input type="checkbox"/> Special Leave / Leave Without Pay	State Reasons for Requiring Leave:

(if space is insufficient, please use reverse side of this form)

Employee's Signature:

Date:

Supervisor/Manager's Signature:

Date:



# Online Identity Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

This policy applies to all employees and to all activities they engage in relating to Brisbane Basketball Inc.'s interests.

Brisbane Basketball Inc. believes that online identity activities can be an important communication tool. We also recognise that employees generally have the right to pursue their own interests outside of working hours. However, Brisbane Basketball Inc. will not tolerate any online identity activities which may have the potential to harm us, our employees, clients, suppliers, shareholders or any other stakeholders.

## OBJECTIVES

The purpose of this policy is to:

- Define online identity activities.
- Establish guidelines for employees who engage in online identity activities where direct or indirect communications may impact on Brisbane Basketball Inc. and/or its employees, clients, suppliers, industry participants, shareholders and any other stakeholders.

## WHAT ARE ONLINE IDENTITY ACTIVITIES?

Online identity activities include participation in websites or mediums such as:

- Social networking websites eg. Facebook, Myspace, Bebo, Hi5, Friendster;
- Professional networking websites eg. LinkedIn;
- Blogging sites eg. Twitter, Blogspot;
- Video and photo sharing websites eg. YouTube, Flickr;
- Online discussion forums;
- Any other form of online medium where an employee and his/her association with Brisbane Basketball Inc. can be identified or where an employee can post or communicate information relating to Brisbane Basketball Inc., its business, employees or stakeholders for others to view.

# GUIDELINES

## Professional and Ethical guidelines

Where online identity activities by employees could lead a person to determine that the employee is associated with Brisbane Basketball Inc., employees should adhere to the following guidelines:

- Be aware that the content that you post may be viewed by individuals other than those for whom it is intended;
- Consider the content being posted and the impact it may have on others before posting;
- Be respectful to others at all times;
- Do not post any content to others that you would not accept or would find offensive if the nature of the content was posted in relation to you; and
- Engage in the benefits of online social networking by upholding a professional and respectful approach to all postings and communications.

## Prohibited behaviour

In addition, there are particular actions which are prohibited by Brisbane Basketball Inc. An employee who engages in online identity activities and chooses to make reference to Brisbane Basketball Inc., its employees, clients, suppliers, industry participants or shareholders is required to follow the below guidelines:

- Do not upload, transmit, share or otherwise make available any content that is deemed to be harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, discriminatory, invasive of privacy or publicity rights, hateful, or racially, ethnically or otherwise objectionable;
- The employee must consider and take reasonable steps to ensure content posted involving Brisbane Basketball Inc. is not perceived as an official Brisbane Basketball Inc. posting, announcement or communication;
- Confidential information relating to Brisbane Basketball Inc. under any circumstances, including but not limited to financial information, branding, client information, marketing initiatives, customer and employee matters must remain confidential and must not be disclosed; and
- The use of Brisbane Basketball Inc.'s logos or trademarks is strictly prohibited and must not be posted on any online identity mediums without the authority of the Managing Director or his delegate.

## **Legal**

Employees using online identity sites are required to understand the legal consequences of communications. Any evidence or formal complaint of any inappropriate comments, videos, photos or data will be investigated and subject to disciplinary actions in accordance with current laws and following Brisbane Basketball Inc.'s Policies and Procedures.

## **COMPLAINTS**

Any reports of a breach of this policy will be treated seriously and investigated promptly, confidentially and impartially.

In the event that you feel you have been affected by another employee's breach of this policy, please refer to the Contact Officer.

## **VIOLATIONS**

In the event of a violation of Brisbane Basketball Inc.'s Policy, the following disciplinary action or actions at the discretion of management may occur:

- Further education and training;
- Counselling;
- Written warning;
- Final written warning;
- Summary dismissal;
- Any other lawful or legitimate action Brisbane Basketball Inc. deems appropriate under the circumstances to protect its interests and those of its employees, clients, suppliers, shareholders and any other stakeholders.

## **OTHER ISSUES**

Employees who participate in online identity activities accept that information about them that becomes accessible to Brisbane Basketball Inc. through those activities may be used as evidence in relation to any disciplinary action taken against that employee or any other employee.

## **SUMMARY OF KEY POINTS**

- Technology, such as the Internet, offers ever evolving means of social contact.

- Online identify activities may present opportunities for personal and commercial benefits.
- Brisbane Basketball Inc. will not tolerate any online activities which may have the potential to harm us, our employees, clients, suppliers, shareholders or any other stakeholders.
- Violations of the policy may result in disciplinary action.

# Performance Management Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc.'s Performance Management process is a tool that utilises objective information to measure Employees' actual performance.

The objectives of Brisbane Basketball Inc.'s Performance Management system are to:

- Integrate job design, recruitment and selection, training and development and career planning;
- Enhance the Employee's contribution to Brisbane Basketball Inc.'s goals;
- Enhance opportunities for job satisfaction and personal recognition;
- Facilitate performance and career development objectives and identify individual achievement against these objectives; and
- Promote more effective communication channels with an emphasis on two-way communication.

## DEFINITIONS

### Reviewer

The Reviewer is Brisbane Basketball Inc. representative who is responsible for managing the performance of another Brisbane Basketball Inc. Employee.

## PROCEDURES

### The Performance Review Cycle

The Performance Review cycle consists of the following 3 stages:

(a) Performance Review Planning

New Employees will be required to participate in the Performance Management process at, or near, the completion of their probation period.

At commencement of Brisbane Basketball Inc.'s review period (annual cycle), the Reviewer and Employee will meet to discuss expectations with respect to performance and development for the next performance review. Performance criteria should be specific, achievable and relevant.

A Performance Review Checklist may be used to assist the Reviewer in their preparation for the performance review.

Each Employee will be notified of the date of their upcoming performance review in advance (at least one week), to allow sufficient preparation time for both parties. Upon notification of the date and time of the review, the Employee will be provided with a copy of the Employee Performance Review Preparation Form (Attachment 2) and the review template pertaining to their role.

(b) Ongoing Performance Management

At least one interim/informal review should be conducted between the annual reviews (after 6 months) to determine whether performance expectations should be altered before the annual review.

More reviews may be scheduled if both parties concerned agree it is appropriate or if performance is not at a satisfactory level, as determined by the Supervisor/Manager.

The main objectives of interim progress reviews include to:

- Check progress;
- Provide Feedback;
- Resolve issues and problems; and
- Reconsider priorities and/or timeframes.

(c) Annual Performance Review:

A formal review should be conducted annually. This will provide an opportunity for the Supervisor/Manager and Employee to jointly review performance with respect to:

- Achievement of performance objectives;
- Achievement of development objectives; and
- Areas that require further development and/or improvement.

The Employee will complete the Performance Review template and mark themselves according to the ranking system provided. Further elaboration on these responses will be requested at the Reviewer's discretion. The Reviewer will then repeat this process and discuss with the Employee any discrepancies in the allocated ratings.

Feedback discussed throughout the review is not limited to communication between the Employee and Supervisor/Manager. Feedback may also include information obtained, at the Manager's discretion, from other sources such as peers, clients and support staff.

Objectives are to be "signed-off" by both the Employee and Reviewer.

### **The Reviewer's Responsibilities during the Performance Review**

- Maintain confidentiality;
- Provide guidance and coaching;
- Encourage two-way communication;
- Evaluate performance objectives;
- Determine clear priorities, directions and performance standards for the Employee;
- Provide constructive feedback by using specific behavioural examples of the Employee's performance to demonstrate key points;
- Be consistent in expectations and criteria applied to each Employee;
- Reflect on the Employee's individual performance;
- Set, in collaboration with the Employee, future objectives that are aligned with Brisbane Basketball Inc.'s business objectives.
- Document detailed notes throughout the review to identify the major points identified; and
- Ensure a copy of the performance review information is provided to the Employee, the Supervisor/Manager and another copy stored on the Employee's personnel file.

## **The Employee's Responsibilities during the Performance Review**

- Clarify their career directions and priorities;
- Identify performance objectives and source feedback;
- Identify performance and career development needs;
- Act on constructive feedback;
- Provide feedback to the Reviewer; and
- Reflect on individual performance.

## **SUMMARY OF KEY POINTS**

- Performance review information is confidential between a Reviewer and Employee.
- The performance review is mandatory for all Employees and is to be conducted according to Brisbane Basketball Inc.'s schedule.
- New Employees should have a performance review at or near the completion of their probationary period and then annually, thereafter.



# Personnel Records Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

This Policy is subject to change in accordance with the *Fair Work Act 2009* (Federal).

## General Requirements

Employment records are to be kept for 7 years after the Employee's employment is terminated and 7 years from the date an entry was made and / or altered.

Records must be legible, in English and in a form that is readily accessible to a workplace inspector.

Records must be corrected as soon as Brisbane Basketball Inc. is aware of an error. Alteration of records can only be made by correcting an error and recording the nature of the error with the correction.

## Requests for Records

If an Employee or former Employee requests a record relating to them, Brisbane Basketball Inc. must make a copy available within 3 business days at the premises or post a copy within 14 days after receiving the request if the record is kept at the premises where the Employee works or worked. If the record is kept elsewhere, a copy must be made available at the premises or posted to the employee as soon practicable after receiving the request.

If a workplace inspector requests a record, Brisbane Basketball Inc. must make a copy available for them to inspect, make copies or record. However, the Inspector may not seize the records or documents without giving notice.

## **Personnel File**

An Employee's Personnel File should contain the following documents:

- Application for Employment;
- Letter of Offer;
- Contract of Employment;
- Position Description;
- Superannuation and Taxation Forms;
- Performance Evaluation Forms;
- Counselling and Dispute Resolution Forms;
- Documentation of Verbal and Written Warnings;
- Payroll and Leave Documentations;
- Record of Training Attendance.

## **Record Content Requirements**

To ensure compliance with the *Fair Work Act 2009*, Brisbane Basketball Inc. must ensure that they maintain copies of all documentation listed in Attachment 1: Record Keeping.

## Attachment 1 – Record Keeping

### GENERAL RULES

1. A Brisbane Basketball Inc. under the *Fair Work Act 2009 (Cth)* must keep these records for each employee;
2. Records must be legible, in English and readily accessible to an inspector;
3. Records must allow the inspector to ascertain an employee's entitlements and whether the employee is receiving them;
4. Records must be kept for 7 years from the date when the record is made (or altered to reflect a change)

GENERAL RECORDS	HOURS WORKED	PAY RECORDS & PAY SLIPS
<p><b>Employment</b></p> <ol style="list-style-type: none"> <li>(a) The name of Brisbane Basketball Inc. r;</li> <li>(b) The name of the employee;</li> <li>(c) The employee's DOB;</li> <li>(d) The name of each instrument providing an entitlement;</li> <li>(e) The Employees classification under each instrument;</li> <li>(f) Employment Status (F/T, P/T / permanent, temporary, casual)</li> <li>(g) Specified number of hours to be worked per week;</li> <li>(h) Date of commencement of employment.</li> <li>(i) Australian Business Number of Brisbane Basketball Inc.</li> </ol> <p><b>Termination</b></p> <ol style="list-style-type: none"> <li>(a) whether the employment was terminated:               <ul style="list-style-type: none"> <li>• by consent;</li> <li>• by notice;</li> <li>• summarily;</li> <li>• other (specifying the manner).</li> </ul> </li> <li>(b) Name of the person who acted to terminate the employment.</li> </ol>	<ol style="list-style-type: none"> <li>(a) If a penalty rate or loading is paid for overtime hours, then the number of overtime hours actually worked by the Employee, or the starting and finishing time of overtime worked by the Employee;</li> <li>(b) If the Employee and Brisbane Basketball Inc. agree to average the Employee's hours of work, a copy of that agreement is kept.</li> </ol> <p><b>Guarantee of Annual Earnings</b></p> <ol style="list-style-type: none"> <li>(a) if Brisbane Basketball Inc. gives a guarantee of annual earnings, a copy of that guarantee must be kept.</li> <li>(b) If Brisbane Basketball Inc. revokes a guarantee of annual earnings, a record of that revocation must be kept.</li> </ol>	<p><b>Pay Records</b></p> <ol style="list-style-type: none"> <li>(a) Rate of remuneration</li> <li>(b) If the Employee is a casual or irregular part-time Employee, then details of the hours worked by the Employee.</li> <li>(c) Details of any incentive-payment, bonus, loading, monetary allowance, penalty rate or other separately identifiable entitlement;</li> <li>(d) Period to which payment relates;</li> <li>(e) Total remuneration during that period (gross &amp; net amounts);</li> <li>(f) Dates on which the employee was paid;</li> <li>(g) Any deductions from the gross amount paid.</li> </ol> <p><b>Pay Slips</b></p> <ol style="list-style-type: none"> <li>(a) Name of Brisbane Basketball Inc.;</li> <li>(b) Name of employee;</li> <li>(c) Date on which payment made;</li> <li>(d) Period to which pay slip relates;</li> <li>(e) Ordinary rate and Number of hours during period and amount of payment at that rate.</li> <li>(f) If the employee is paid at an annual rate of pay – that rate as at the latest date to which the payment relates;</li> <li>(g) Gross amount of payment;</li> <li>(h) Net amount of payment;</li> <li>(i) Any amount paid as an incentive – based payment, bonus, loading, monetary allowance, penalty rate or other separately identifiable entitlement;</li> <li>(j) Details of amounts deducted from gross amount incl. name and number of fund or account into which the deduction was paid or if not paid the amount which will be paid.</li> <li>(k) Australian Business Number of Brisbane Basketball Inc.</li> </ol>

LEAVE RECORDS	SUPERANNUATION	INDIVIDUAL FLEXIBILITY AGREEMENTS
<p><b>Annual Leave</b></p> <ul style="list-style-type: none"> <li>(a) The rate of accrual;</li> <li>(b) Balance of entitlement;</li> <li>(c) The amount taken;</li> <li>(d) The amount paid whilst on leave;</li> <li>(e) If election made to forgo an amount: <ul style="list-style-type: none"> <li>• A copy of written election;</li> <li>• Record of the rate of payment for amount forgone &amp; when payment made;</li> </ul> </li> </ul> <p><b>Personal Leave &amp; Other Leave</b></p> <ul style="list-style-type: none"> <li>(a) Rate of accrual</li> <li>(b) Balance of entitlement from time to time;</li> <li>(c) Amount and type of leave taken;</li> <li>(d) Amount paid to employee whilst on leave.</li> </ul>	<p>Where required to make superannuation contributions:</p> <ul style="list-style-type: none"> <li>(a) The amount of the contributions made;</li> <li>(b) The period over which the contributions were made;</li> <li>(c) The dates on which the contributions were made;</li> <li>(d) The name and number of any fund to which the contributions were made;</li> <li>(e) The basis on which Brisbane Basketball Inc. became liable to make contributions including: <ul style="list-style-type: none"> <li>• A record of any election about fund identity;</li> <li>• The date of any relevant election.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(a) If the Employee and Brisbane Basketball Inc. agree to make an Individual Flexibility Agreement (IFA), a copy of that agreement must be kept.</li> <li>(b) If the Employee and / or Brisbane Basketball Inc. notify or agree to terminate the agreement a copy of that notice or agreement must be kept.</li> </ul>

# Privacy Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. recognises that it is both necessary and required by law for Brisbane Basketball Inc. to store a variety of records of factual information about Employees and Customers.

Brisbane Basketball Inc. accepts that the general principles of confidentiality and privacy apply to the use and availability of its records. Where information about a person includes personal details as defined by the *Privacy Act 1988 (as amended) (Cth)*, that person expects that Brisbane Basketball Inc. will maintain confidentiality, except where disclosure is required for legitimate and legal purposes<sup>6</sup>.

## DEFINITIONS

### Sensitive Information

Sensitive information is defined as any of the following:

- Criminal record;
- Political Opinions;
- Health information;
- Genetic information;
- Membership of a trade union;
- Philosophical beliefs;
- Membership of a political association;
- Membership of a professional or trade association;
- Racial/ethnic origin;
- Religious belief or affiliations; and
- Sexual preferences or practices.

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<sup>6</sup> Associated Legislation: *Privacy Act 1988 (Cth)*

## **Personal Information**

Personal information is broadly defined as any information or opinion that can identify a person.

## **Authorised Access to Records**

Brisbane Basketball Inc. defines authorised access as that which is required for work-related purposes. For example, reaching selection decisions or providing vocational guidance.

# **PROCEDURES**

## **Brisbane Basketball Inc. Responsibilities**

Where a new Employee enters Brisbane Basketball Inc., the Supervisor/Manager will educate the Employee on this policy.

## **Collection of Personal Information**

Brisbane Basketball Inc. will only collect personal information where the information is necessary for one or more of its functions or activities. Brisbane Basketball Inc. will collect this information in a way that is fair, lawful and not intrusive.

Where information about an individual is collected from a third party, Brisbane Basketball Inc. will take reasonable steps to notify the individual of this.

## **Use and Disclosure of Information**

Brisbane Basketball Inc. will only use or disclose information for the following reasons:

- The purposes it was collected (unless the person has consented);
- A secondary purpose that is related to the primary purpose and reasonably expected by the individual; and/or
- In circumstances related to public interest such as law enforcement and public health.

Brisbane Basketball Inc. will endeavour to receive an individual's written consent for disclosure of his/her information.

## **Maintenance of Information Quality**

Brisbane Basketball Inc. will take reasonable steps to make sure that the personal information collected, used or disclosed is accurate, complete and up-to-date.

## **Data Storage**

Reasonable steps will be taken to protect personal information from misuse, loss and unauthorised access modification or disclosure.

Reasonable steps will be taken to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

The following guidelines will be followed for the storage of information:

- No personal information will be given over the phone unless it has been established that the caller has legitimate grounds to access the information and has given proof of identify;
- No personal information will be left on voicemail unless requested by the owner of the voicemail and the voicemail is secure;
- Fax machines used for transmission of personal health information be secure;
- Only authorised individuals receive personal information and are not to forward such information without consent;
- Paper records containing personal information will not be copied unless it is essential to do so;
- All paper records will be kept secure and will be shredded or burned when no longer required; and
- Personal information will not be left unattended or discussed in public areas where others may overhear.

Employees and other persons who are directly involved with the activities of Brisbane Basketball Inc. are required to consent to applicable confidentiality obligations in writing.

## **Availability of this Policy**

This policy will be made available to anyone who asks for it.

On request by a person, Brisbane Basketball Inc. will take reasonable steps to let the person know what sort of personal information it holds, for what purposes it is held and the purpose

for which it would be disclosed. Any such requests are to be directed to Senior Management.

## **Access and Correction**

Brisbane Basketball Inc. acknowledges that it must give an individual access to their personal information on request. This is limited by a number of things. For example:

- In the case where it would pose a threat to the life of any individual;
- Where the request for access is frivolous or vexatious; or
- Where denying access is required or authorised by law.

Where providing access would reveal evaluative information generated within Brisbane Basketball Inc., in connection with a commercially sensitive decision-making process, Brisbane Basketball Inc. may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

If the individual is able to establish that the information is not accurate, complete or up-to-date, Brisbane Basketball Inc. will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

Where an individual and Brisbane Basketball Inc. disagree about whether the information is accurate, complete and up-to-date, and an individual asks Brisbane Basketball Inc. to attach a statement with the information that identifies the information to be inaccurate, incomplete or not up-to-date, Brisbane Basketball Inc. will take reasonable steps to do so.

Brisbane Basketball Inc. will provide reasons for a denial of access or a refusal to correct personal information.

All inquiries regarding access or correction in accordance with this policy must be communicated to Senior Management.

## **Identifiers of Individuals**

Generally, Brisbane Basketball Inc. will not adapt, use or disclose, an identifier that has been assigned by a Commonwealth Government agency.

## **Respect for Anonymity**

Where it is lawful and practicable to do so, individuals dealing with Brisbane Basketball Inc. are not expected to identify themselves.



## **Forwarding of Information Overseas**

Brisbane Basketball Inc. does not generally transmit information overseas, however, in such an unlikely event, Brisbane Basketball Inc. will only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

## **Handling of Sensitive Information**

Sensitive information will not be collected unless:

- The individual has consented;
- It is required by law;
- The collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the subject of the information is physically or legally incapable of giving consent; and
- The collection is necessary for the establishment, exercise or defence of a legal claim.

## **COMPLAINTS**

Complaints about breaches of personal privacy should be reported to the General Manager in the first instance.

## **SUMMARY OF KEY POINTS**

- Personal information is stored securely and is only accessible to authorised Employees who have a genuine need to access the information as part of their employment.
- Unless required by law or permitted by consent, the information collected by Brisbane Basketball Inc. is not used for any purpose other than the purpose for which it was collected, or a related and reasonably foreseeable secondary purpose.
- Brisbane Basketball Inc. will endeavour to ensure that all Employees, contractors, agents and other people working within Brisbane Basketball Inc. are familiar with this policy.

# Security and Theft Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

The objective of this policy is to set guidelines for the procedure followed in the event of theft, attempted theft or removal of Brisbane Basketball Inc., Employee or customer property. This policy applies to all Employees and Contractors.

Theft of Brisbane Basketball Inc., Employee, or Customer property, irrespective of its value, is serious in nature and will be treated as such by Brisbane Basketball Inc. Failure to comply with this Policy may result in disciplinary action and/or termination of employment.

This policy aims to:

- Create a safe environment that is free from theft;
- Ensure the preservation of confidential information;
- Address all allegations of theft in a fair, sensitive and confidential manner; and
- Promote appropriate standards of conduct at all times.

## DEFINITIONS

### Theft

Theft is the unauthorised removal or misappropriation (i.e. unauthorised storage, transfer or use) of Employee, Brisbane Basketball Inc., or Customer property. Such property may include, but is not limited to:

- Product;
- Personal possessions;
- Software;
- Waste material;
- Equipment; and
- Trade secrets.

## **PROCEDURES**

### **Brisbane Basketball Inc. Responsibilities**

- All staff should be made aware of this policy upon their induction into Brisbane Basketball Inc.
- Authorise Employees to take Brisbane Basketball Inc. property off Brisbane Basketball Inc.'s premises.
- Conduct all searches in line with this policy.
- Brisbane Basketball Inc. will not be held responsible for the replacement of an Employee's personal property.

### **In the Event of a Theft Incident**

The Supervisor/Manager is to obtain all necessary facts before taking any action.

Pending a full investigation where there are reasonable grounds for suspecting a breach of this policy, an Employee may be suspended on pay.

During a theft investigation, Employees are expected to:

- Maintain appropriate confidentiality with respect to involvement in the investigation; and
- Cooperate with investigations.

To increase compliance with this policy, Brisbane Basketball Inc. reserves the right to involve police in the event of a theft incident.

Any work-related act of theft may result in the Employee being subjected to any of the following:

- Suspension, with pay, from duty pending an investigation;
- Instant dismissal;
- Disciplinary action; and/or
- Criminal charges or liable to legal action.

## **Searching of Employee Property**

Brisbane Basketball Inc. reserves the right to search any of the following:

- Lockers;
- Workspace;
- Vehicles; and
- Bags.

Searches will be carried out in private with one or more of the following people present:

- Security Guard;
- Employee; or
- Employee representative.

Any illegal or unauthorised material that is found during the search may be reported to the police.

### **Locker/Workspace Searches:**

- Staff lockers/workspace is considered to be Brisbane Basketball Inc. property and remain under the control of Brisbane Basketball Inc.; and
- Employees are expected to assume full responsibility for the security of their lockers/workspace.

### **Vehicle/bag Searches:**

- Any vehicle/bag on Brisbane Basketball Inc. premises may be searched by Brisbane Basketball Inc.; and
- Brisbane Basketball Inc. reserves the right to conduct patrols of Brisbane Basketball Inc. parking lots to inspect vehicles.

## **SUMMARY OF KEY POINTS**

- Theft is a serious matter and any incident of theft in the workplace will result in disciplinary action and/or termination of employment.
- Brisbane Basketball Inc. reserves the right to search Employee Property.
- Theft investigations may involve the Police.

# No Smoking Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## Policy

It has long been established that exposure to environmental tobacco smoke causes harm to health.

Brisbane Basketball Inc. recognises that passive smoking is a health hazard.

Each State and Territory's legislation bans smoking in all enclosed public places to protect workers, customers and visitors from exposure to second hand tobacco smoke in the workplace.

This policy outlines the responsibilities of Employees to adhere to the legislation<sup>7</sup>.

## Objectives

Brisbane Basketball Inc. aims to:

- (a) Meet the legislative requirements;
- (b) Provide a safe, healthy and productive workplace;
- (c) Ensure all employees are aware of the legislation and its importance.

## Allocated Smoking Areas

Brisbane Basketball Inc. aims to maintain the highest possible standards in relation to health and safety for all employees, therefore smoking is not permitted on any Brisbane Basketball Inc. premises or in any Brisbane Basketball Inc. vehicles, with the exception of the designated / allocated smoking areas. Management are accountable for ensuring all Employees and visitors to Brisbane Basketball Inc. premises are familiar with allocated smoking areas.

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<sup>7</sup> *Tobacco and Other Smoking Products Act 1998* (Qld); *Smoke Free Environment Act 2000* (NSW); *Tobacco Act 1987* (VIC); *Smoking (Prohibited in Enclosed Public Places) Act 2003* (ACT); *Tobacco Products Regulation Act 1997* (SA); *Tobacco Products Control Act 2006* (WA); *Public Health Act 1997* (Tas); *Tobacco Control Act* (NT)

Smoking is banned within the office and all other buildings.

Smokers using the designated smoking area will keep this area clear of cigarette butts, which includes emptying the ashtray daily.

To ensure fairness to all Employees, smoking breaks are only permitted during an individual Employee's designated meal and rest breaks.

## **Responsibilities**

All Employees are responsible for ensuring this policy is adhered to. If a colleague is found to be smoking in an enclosed place then they should be told to stop immediately. The appropriate Supervisor should also be made aware of this breach.

Managers and Supervisors should ensure all employees are aware of this policy and fully understand its contents.

## **Policy Breaches**

Failure to adhere to this policy may result in disciplinary action and/or termination of employment.

## **Implementation**

Brisbane Basketball Inc. has posted "No Smoking" and "Smoking" signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the internationally recognised symbol for no smoking: a red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe these signs at all times.

# Termination and Redundancy Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

This policy allows either Brisbane Basketball Inc. or Employee to terminate the employment relationship by giving the appropriate notice or payment/forfeiture in lieu of the required notice<sup>8</sup>.

Brisbane Basketball Inc. aims to ensure:

- Legislative requirements are met;
- All entitlements are provided to Employees; and
- Employees exit Brisbane Basketball Inc. in a fair and appropriate manner.

## DEFINITIONS

### Resignation and Retirement

This is where termination of employment is at the initiative of the Employee.

### Termination

Termination of employment is at the discretion of Brisbane Basketball Inc. Termination may take place if there is a valid reason for dismissal and Employees are given an opportunity to respond to allegations.

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<sup>8</sup> Associated Legislation: *Fair Work Act 2009* (Cth)



## Redundancy

Redundancy refers to the decision whereby Brisbane Basketball Inc. no longer requires a job to be performed by an Employee or anyone else. Redundancy is due to factors such as:

- Brisbane Basketball Inc. takeover;
- Economic circumstances;
- Closure of Brisbane Basketball Inc.;
- Reduction in business;
- Change in technology;
- Downsizing;
- Brisbane Basketball Inc. restructure; and
- Other operational reasons.

## PROCEDURES

### Period of Notice

Prior to the cessation of employment, a period of notice is required to be given by either Brisbane Basketball Inc. or Employee.

In order to terminate the employment of an Employee, Brisbane Basketball Inc. shall give the period of notice specified in the Contract of Employment/Industrial Instrument or the following minimum notice, whichever is greater:

<b>Period of Continuous Service</b>	<b>Period of Notice</b>
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

In addition to the notice above, Employees over 45 years of age who have completed at least 2 years continuous service with Brisbane Basketball Inc., shall be entitled to an additional weeks' notice.

### Payment in Lieu

If Brisbane Basketball Inc. provides no notice of an Employee's cessation of employment, payment in lieu of notice is sufficient, unless the Employee is being terminated for serious misconduct.

## **Resignation and Retirement Process**

It is the Employee's responsibility to provide Brisbane Basketball Inc. with a written notice of intention to retire or resign.

Employees engaged in a full-time or part-time position are required to give the period of notice specified within the Employee's Industrial Instrument or Contract of Employment.

## **Payment in Lieu**

If an Employee fails to give the required period of notice, Brisbane Basketball Inc. is permitted to withhold, debit or take legal action to recover the ordinary rate of pay that would have been earned during the notice period.

If an Employee does provide the required period of notice, Brisbane Basketball Inc. reserves the right to pay the Employee in lieu of the notice given.

## **Termination at the Initiative of Brisbane Basketball Inc.**

Prior to the final decision to terminate an Employee, all allegations must have been put to the Employee. Supervisors/Managers are to consider any responses offered by the Employee regarding the allegations.

If, after considering the evidence, the decision is to terminate the Employee, the Supervisor/Manager is to:

- Advise the Employee in writing of the decision;
- Make arrangements for return of Brisbane Basketball Inc. property; and
- Consider whether the Employee should be required to work out the notice period.

## **Redundancy**

All efforts are to be made to minimise redundancies. However, where redundancies can not be avoided, Brisbane Basketball Inc. will take steps to mitigate the adverse effects on any Employees concerned.

Where possible and appropriate consultation will occur between Brisbane Basketball Inc. and the affected Employees, including their representatives, if requested.

The following information is to be available when discussing proposed redundancies:

- The need for the redundancies;
- Number of categories of Employees likely to be affected;
- Number of Employees likely to be affected;
- Period over which the redundancies will occur; and
- Process for selection of Employees being made redundant.

After a position or positions are identified as becoming redundant, the selection of the Employee(s) to become redundant will be based on objective and appropriate selection criteria.

Employees made redundant may be entitled to severance pay based on the National Employment Standards or the provisions specified in their Contract of Employment/Industrial Instrument.

## **Confirming Termination of the Employment Relationship**

The Supervisor/Manager is responsible for the following:

- Advising Payroll of the Employee's resignation or retirement and date;
- Checking Brisbane Basketball Inc. property is returned by the Employee;
- Advising Payroll that all property has been returned on the final day of separation;
- Invite Employees, who voluntarily separate from Brisbane Basketball Inc. to complete an Exit Interview; and
- Retain all forms on the Employee's personnel file.

## **Exit Interviews**

A person other than the exiting Employee's immediate Supervisor/Manager should conduct an Exit Interview.

Exit interview documentation is to be filed and treated confidentially. The exit interview shall be part of the clearance procedure upon the notification of resignation or retirement.

Where any significant issues arise in the exit interview, such issues should be passed directly to the General Manager.

The original document is not to be copied and shall be attached to the Employee's personnel file.

## **SUMMARY OF KEY POINTS**

- At the cessation of employment, the Employee is to return all property belonging to Brisbane Basketball Inc.
- In all cases where notice periods apply, regardless of who has given the notice, Brisbane Basketball Inc. reserves the right to make payment in lieu of notice.
- Employees who separate with Brisbane Basketball Inc. voluntarily will be invited to participate in an "exit interview".

# Workplace Harassment, Discrimination and Sexual Harassment Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

Brisbane Basketball Inc. believes that all Employees should be able to operate within an environment that is free from any form of discrimination, workplace harassment and sexual harassment<sup>9</sup>.

Any action by an Employee that amounts to discrimination, workplace harassment, sexual harassment or victimisation will not be tolerated and may, in appropriate circumstances, result in the initiation of disciplinary action.

In our endeavour to promote such an environment all complaints will be treated in a sensitive, equitable and confidential manner. All Employees who make complaints (Complainant) or are a witness of discrimination, workplace harassment or sexual harassment will be protected against victimisation. Brisbane Basketball Inc.'s commitment to this is demonstrated by the following aims:

- Promote an appropriate standard of conduct at all times;
- Handle all complaints in a sensitive, equitable and confidential manner;
- Ensure all Employees who make complaints or are a witness of discrimination, workplace harassment or sexual harassment will be protected against victimisation;
- Implement training and awareness raising strategies to ensure that all Employees know their rights and responsibilities;
- Provide an effective procedure for complaints based on the principles of natural justice.

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<sup>9</sup> *Racial Discrimination Act 1975 (Cth); Sex Discrimination Act 1984 (Cth); Age Discrimination Act 2004 (Cth); Disability Discrimination Act 1992 (Cth); Human Rights and Equal Opportunity Act 1986 (Cth); Anti-Discrimination Act 1977 (NSW); Anti-Discrimination Act 1991 (Qld); Equal Opportunity Act 2010 (Vic); Equal Opportunity Act 1984 (SA); Equal Opportunity Act 1984 (WA); Anti-Discrimination Act 1998 (Tas); Discrimination Act 1991 (ACT); Anti-Discrimination Act 1992 (NT); Work Health and Safety Act 2011 (NSW); Occupational Health and Safety Act 2004 (Vic); Work Health and Safety Act 2011 (Qld); Prevention of Workplace Harassment Code of Practice 2004 (Qld); Associated State and Territory OH&S Legislation*

## DEFINITIONS

### Attribute

The law defines an attribute as a characteristic that a person has or a characteristic that is often associated to a person. Such attributes are:

- Age;
- Family or Carer's Responsibilities;
- Gender Identity;
- Impairment;
- Lawful Sex Activity;
- Parental Status;
- Political Belief or Activity;
- Pregnancy;
- Race;
- Relationship Status;
- Religious Belief or Activity;
- Sex;
- Sexuality;
- Trade Union Activity;
- Association with, or relation to, a person identified on the basis of any of these attributes.

Federal, State and Territory legislation may specify further attributes.

### Complaint

A complaint is the term used to describe the event in which an Employee communicates, verbally or written, their experience with, or witness of, any form of discrimination, workplace harassment or sexual harassment.

### Victimisation

Victimisation is the term used to describe the unfavourable treatment of an individual or subjecting them to some form of detriment because of the individual:

- Has made a complaint or has proposed to make a complaint in accordance with the Policy;

- Has acted as a witness or has proposed to act as a witness in a complaint;
- Has supported a victim or intends to support a victim of a harassment complaint;
- Has been made a Respondent (alleged perpetrator) in a formal complaint investigation.

## **Contact Officer**

A Contact Officer is a Brisbane Basketball Inc. representative who Employees may contact for assistance with any discrimination, workplace harassment or sexual harassment issues.

## **Discrimination**

Discrimination may be directly or indirectly imposed on individuals and occurs when someone is treated unfavourably because of an attribute or affiliation with a specific individual or group with an attribute.

### **Direct Discrimination**

Direct discrimination is treating a person less favourably or proposing to treat a person less favourably on the basis of an attribute or because they belong to a particular group with an attribute.

Examples of direct discrimination include:

- Unfair treatment of a female applying for work in a male dominated industry;
- Lack of promotion or appointment due to racial / ethnic origin; and
- Not employing a female because they have family responsibilities.

### **Indirect Discrimination**

Indirect Discrimination occurs when there is a requirement (rule, policy, practice, procedure) that is the same for everyone, but has an unequal affect or result on a group of Employees because of an attribute. Unless this type of requirement is “reasonable”, it is likely to be indirect discrimination. It does not matter that there was no intention to discriminate.

An example of indirect discrimination is:

- A mandatory height for selection into a position may discriminate against women and certain racial groups.

## Workplace Harassment

Workplace Harassment occurs when a person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's Employer or a co-worker or groups of co-workers of the person that:-

- (a) is unwelcome and unsolicited; and
- (b) the person considers to be offensive, intimidating, humiliating or threatening; and
- (c) a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Workplace Harassment does not include reasonable management action taken in a reasonable way by the person's Employer in connection with the person's employment.

Specific examples of workplace harassment include, but are not limited to:

- Verbal Behaviour: yelling, screaming, insults, unexplained rages, inappropriate comments about an Employee's personal lifestyle, unjustified criticism or sarcasm.
- Non-Verbal Behaviour: isolating individuals from social interactions or areas that are freely accessed by other Employees, offensive or degrading material on walls, computer screens, email, etc.
- Physical Behaviour: offensive hand or body gestures, unwelcomed contact, pushing, shoving, fighting or damage to personal property.
- Professional Behaviour: threats of pay-back for complaining about workload issues, withholding information/resources, supplying incorrect information/resources or overloading Employees with impossible deadlines, continual threats of dismissal or other punishment for no reason.

## Sexual Harassment

Sexual harassment is any event in which:

- A person is subjected to an unsolicited act of physical intimacy (such as patting, pinching or touching in a sexual way);
- An unsolicited demand or request (whether directly or by implication) for sexual favours is made from the other person;
- A person makes a remark with sexual connotations relating to the other person; or
- A person engages in any other unwelcome conduct of a sexual nature in relation to the other person.



and, the perpetrator of the above behaviour does so:

- With the intention of offending, humiliating or intimidating the other person; or
- In circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment include, but are not limited to:

- Requests for sex;
- Displays of sexually graphic material including emails, posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- Sexually explicit conversations or jokes;
- Persistent questions or insinuations about a person's private life;
- Uninvited touching or deliberately brushing against someone;
- Sex-based insults, taunts, teasing or name-calling; and
- Staring at a person or their body parts.

## **COMPLAINT PROCEDURES**

Complainants may seek to resolve their complaint through an informal or formal procedure.

### **Informal Complaint**

Informal procedures emphasise resolution rather than factual proof or substantiation of a complaint. The intent of this approach is to provide the Complainant with the knowledge and skills necessary to deal with the situation themselves. However, a Complainant is not required to exhaust informal attempts at resolution before a formal procedure commences.

Informal action is usually appropriate where:

- The allegations are of a less serious nature but the individual subjected to the behaviour wants it to cease; or
- The individual subjected to the behaviour wishes to pursue an informal resolution.

A Complainant taking informal action should take note of the date/time the incident(s) occurred and provide a brief description of what has happened to Brisbane Basketball Inc.'s Contact Officer. The designated Contact Officer will give the Complainant advice and support on how to deal with their concern(s).

After talking to a Contact Officer, the Complainant is better placed to decide on what may be an appropriate course of action. The following are some of the options which may be available to the complainant:

- Approach the alleged perpetrator and identify that their conduct is inappropriate and to ask the alleged perpetrator to cease the offensive behaviour immediately; or
- Ask their Contact Officer to speak to the alleged perpetrator, on their behalf, to convey the Complainant's concerns and reiterate Brisbane Basketball Inc.'s policy; or
- Speak to the Supervisor or Manager and have them raise the issue, informally with the alleged perpetrator; or
- Request that training be provided to the group on appropriate behaviour with the intention that the alleged perpetrator will recognise their inappropriate behaviour and cease the conduct complained about.

The Contact Officer should document the incident and store the information as private and confidential in a secured location.

## **Formal Complaint**

The formal procedure focuses on proving whether a complaint is substantiated.

A Complainant may decide to follow the formal process in the following circumstances:

- When informal attempts at resolution have failed;
- A person alleging harassment has been victimised;
- Serious complaints of misconduct have been alleged; and/or
- The person alleging harassment has indicated they want to make a formal complaint at the outset of the process.

The Complainant must put the complaint in writing. This is to include:

- What the Complainant saw or experienced;
- Who was involved;
- Whether there were any witnesses; and
- Other relevant information.

If the Complainant wishes to pursue the complaint, the Complainant or Contact Officer is to provide details of the Complaint.

## Formal Complaint Investigation

Management will appoint an appropriate person to investigate the complaint.

All procedures will be undertaken with discretion and confidentiality to protect the reputation of the person being investigated (Respondent).

The complaint investigator will privately interview the Complainant:

- Ensure a support person is present if required or if the Complainant requests a third party to be present;
- Explain the process of investigation;
- Ensure confidentiality;
- Obtain information and written documentation in support of the allegation;
- Ask the Complainant what they would like to happen as a result of the investigation;
- Keep a detailed record of all information and statements made by the Complainant; and
- Inform the Complainant that a false complaint will be treated seriously.

The Complaint investigator will privately interview the Respondent and:

- Provide reasonable written notice at the interview. This should include:
  - (i) Time and place of interview;
  - (ii) General nature of the matter to be discussed;
  - (iii) The Employee's right to have a person of their choice present; and
  - (iv) The names of the persons who will be in attendance.
- Explain the process of the investigation and meeting;
- Put the allegations to the Respondent;
- Allow the Respondent time to respond to the allegations;
- Record all responses in detail;
- Inform the Respondent that disciplinary action may be taken in the event that inappropriate behaviour is proven.

The complaint investigator will privately interview any witnesses:

- Inform the witness that the matter is confidential;
- Obtain written and signed statements from the witness;

- Make further inquiries deemed relevant to establish whether the alleged incident occurred; and
- Keep detailed records of all information.

## **Notice of Outcome**

Based on the investigation, Management will determine if action will be taken against the Respondent.

If there is not sufficient evidence to substantiate the complaint, Management will advise the Complainant and Respondent, in writing, of the finding and that no further action will be taken.

## **Action Taken**

If, on the balance of probabilities, the complaint is substantiated, Brisbane Basketball Inc. will take appropriate action to resolve the complaint. Appropriate action against the Respondent may include any combination of the following:

- Asking for a formal apology;
- Create an agreement with the Respondent that will stop the offending behaviour;
- Counselling;
- Conciliation / mediation conducted by an impartial third party to seek a mutually acceptable solution;
- Disciplinary action in the form of verbal, written or final warning; and / or
- Dismissal.

In determining the action to be taken against the Respondent, the following factors will be considered:

- Severity and frequency of discrimination, harassment or sexual harassment;
- Weight of the evidence;
- Wishes of the Complainant; and
- Whether there have been previous incidents or prior warnings.

## **After the Event**

In order for complaints to be dealt with fairly and justly, Complainants and Respondents must feel secure in the knowledge that Brisbane Basketball Inc.'s procedures will be followed without retribution.

Any form of victimisation of a Complainant, Witness or Respondent will not be tolerated.

All records of the incident are to be kept as private and confidential at a secure location.

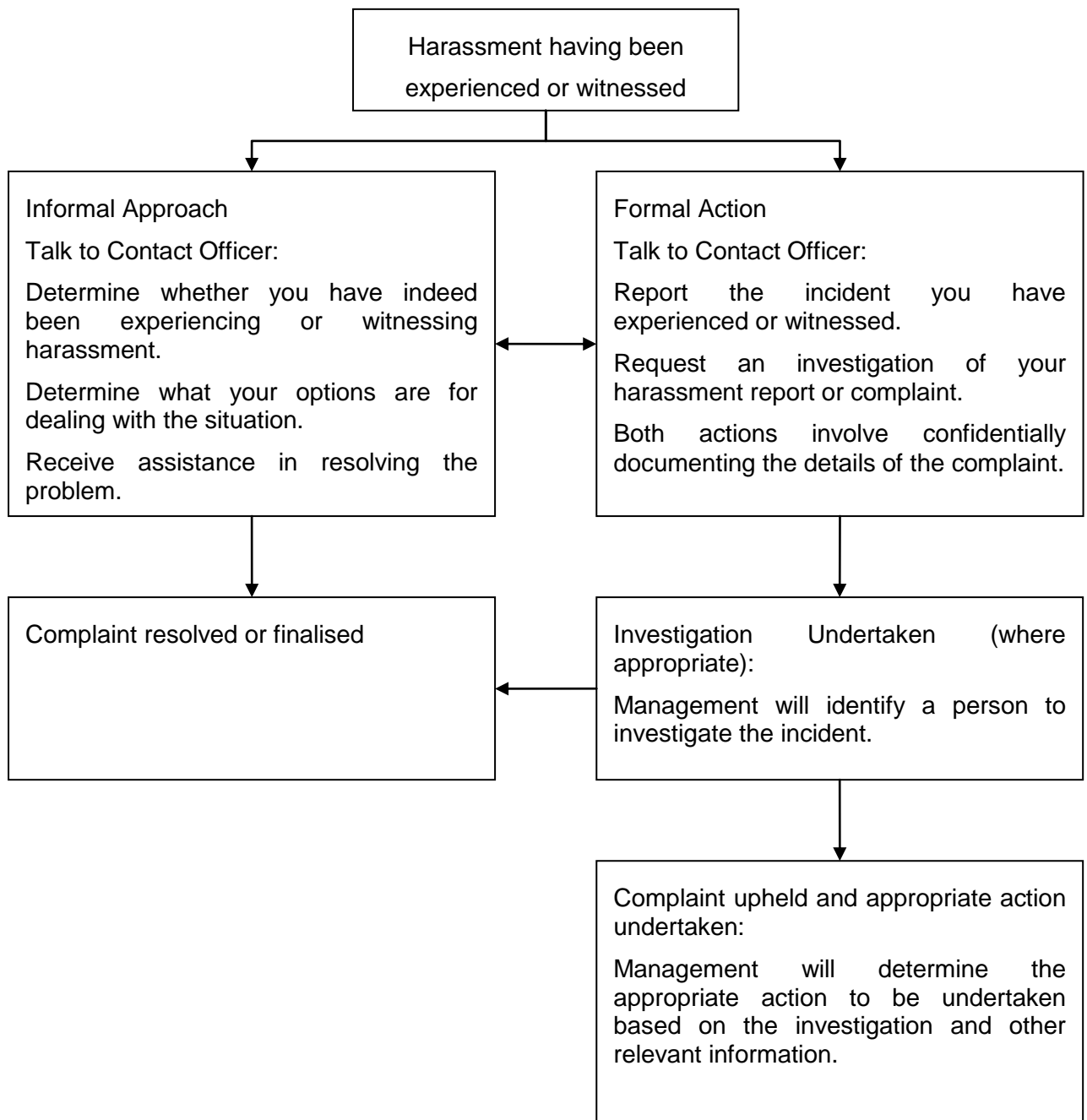
## **Preventative Action**

Brisbane Basketball Inc. plans to prevent discrimination, workplace harassment and sexual harassment by taking the following steps:

- Include information regarding acceptable workplace behaviour in the induction process;
- Provide specific discrimination, workplace harassment and sexual harassment training;
- Require all Supervisors and Managers to lead by example and demonstrate appropriate workplace behaviour;
- Provide a suitably trained Contact Officer for assisting Employees; and
- Initiate appropriate complaints procedures.

## **SUMMARY OF KEY POINTS**

- Discrimination, workplace harassment and sexual discrimination will not be tolerated by Brisbane Basketball Inc.
- Victims of discrimination, workplace harassment or sexual discrimination may follow informal and formal complaint/resolution procedures.
- Brisbane Basketball Inc. recognises that an Employee has a right to formalise their complaint without using informal procedures. However, the informal complaint process can be initiated when an allegation is of a less serious nature and/or the Complainant wishes to pursue informal resolution.
- All allegations of discrimination, workplace harassment and sexual harassment will be treated seriously and investigated promptly, impartially and with confidentiality.
- Action can be taken against any Employee who has been found to discriminate, harass or sexually harass a co-worker. Such action can take the form of apologies, formal warnings (verbal, written or final), mediation, dismissal or any other appropriate disciplinary action.
- Brisbane Basketball Inc. believes that all Employees are responsible for their own behaviour and if you think there is a possibility that your actions may offend – then don't do it.



# Recruitment and Selection Policy

Written by:		Date Written:	
Authorised by:		Review Date:	

## POLICY STATEMENT

The objective of the recruitment and selection procedure is to attract and select the most suitable job candidate in a fair and non-discriminatory manner.

This policy outlines guidelines for a fair and systematic approach that can be followed when attracting suitable people to apply for employment vacancies, comparing applicants against pre-determined criteria and making informed selection decisions. The recruitment and selection process normally commences with a requisition for personnel and is completed when suitable candidates are found.

Whilst the proposed guidelines have been designed to incorporate sufficient flexibility into the process for use with all employment positions within Brisbane Basketball Inc., Brisbane Basketball Inc. is not limited to a narrow procedural application of this policy.

## PROCEDURES

### Objectivity

All staff that execute decision-making power regarding recruitment and selection of new employees will be briefed on EEO policies and legislation relating to anti-discrimination (Refer to the Discrimination, Workplace Bullying and Harassment Policy) prior to commencement of the process.

All candidates that apply for an employment vacancy with Brisbane Basketball Inc. will be measured against objective standards, which have been pre-determined and established in accordance with the relevant Position Description. Thus, Candidates will not be compared against each other or disadvantaged by the personal bias of hiring staff.

## Advertising the Position

The following guidelines apply when advertising an employment vacancy:

- An advertising budget and timeframe should be set in advance.
- With consideration given to the likely location of potential candidates, a medium of advertising should be selected (e.g. local newspaper, internet or internal newsletter) that is in accordance with budget constraints. Dependent on the medium selected, the characteristics of the advertisement will then be defined (e.g. size, number of words and colour/black and white etc).
- The advertisement may refer applicants to a web site address or alternative contact details of Brisbane Basketball Inc. to obtain a copy of the position's key selection criteria. Other information that should be contained in job vacancy advertisements includes:
  - (i) Address and contact details for applicants to respond to,
  - (ii) Date applications are to be received by,
  - (iii) Documents/information to be submitted with applications (e.g. resume, cover level, response to selection criteria, references).
  - (iv) Description of what the position entails;

For each position that becomes vacant, Brisbane Basketball Inc. will determine whether or not to advertise the position internally. If the position is advertised internally, this will be communicated to all staff before the position is advertised externally.

## Selection Tools

Brisbane Basketball Inc. will employ a combination of selection tools to assist with the final selection decision and ensure that the process is fair to all applicants. Such selection tools include Job Applications (Cover Letters/Resumes/Response to Key Selection Criteria), Employment Interviews, Psychometric Testing and Reference Checks.

## Job Applications

Job applications will be requested from all candidates, however, the format that candidates should use in addressing the Key Selection Criteria (e.g. as a separate document or within the cover letter) will be determined by the Manager at the time the vacancy arises. Job Applications will be reviewed by a HR representative or Supervisor/Manager and will form the basis of deciding which candidates will be invited to continue with the selection process (short-listed). Candidates who are short-listed will be those who best suit the selection criteria.



## Employment Interview

Staff conducting employment interviews should be familiar with the requirements of the advertised position, including information contained in the Position Description (Refer to Job Analysis Policy), and anti-discriminatory interview practices.

Interviews questions will be job-relevant and designed to:

- Ascertain the candidates' ability (knowledge and skills) and willingness (attitude) to meet the requirements of the advertised position;
- Ascertain whether the candidate will 'fit' within the culture of Brisbane Basketball Inc.
- Confirm the availability of the candidate to commence work;
- Answer any questions that the applicant raises.

Candidate's responses to all questions should be documented either during or immediately after the interview.

## Psychometric Testing

Depending on the advertised position, psychometric testing may or may not be implemented within the selection process. If Psychometric tests are included in the selection process, at the Manager's discretion, they will be administered in a fair, objective and consistent manner. Psychometrics tests will be specially selected for the advertised role and will measure applicants potential to learn the job requirements and their preferences or likely behavioural tendencies in the workplace.

## Reference Checks

Reference checks will be conducted at the Manager's discretion. Reference check questions will be designed to assist hiring staff in obtaining further clarification on information that was obtained via the job application, interview or psychometric testing procedures.

Only referees that the candidate has nominated will be contacted. All reference check questions and answers should be documented and stored with the candidate's interview details.

## Confidentiality

Information gathered from candidates, or other relevant parties, during the recruitment and selection process will be stored in accordance with procedures outlined in Brisbane Basketball Inc.'s Privacy Policy.

## **Post Selection Decision**

Following the decision to hire a candidate, the candidate must be verbally advised of the offer of employment by a human resources representative or Supervisor/Manager.

A written offer of employment should also be issued that clearly outlines:

- Commencement Date
- Confidentiality clause
- Direct reporting line
- Hours of work
- Position, title and department
- Responsibilities and period of probation
- Status (full time, fixed term, casual)
- Termination clause
- Wage/salary/superannuation

A new Employee must return a signed copy of their contract of employment to indicate their acceptance of the position and its conditions. This should be retained on the new Employee's personnel file.

## **SUMMARY OF KEY POINTS**

- The selection process must be fair, objective and consistent for all applicants. The final selection decision will be based on the requirements of the job and the candidates' competencies.
- Internal advertising of vacancies will be communicated to Employees prior to external recruitment. However, Brisbane Basketball Inc. reserves the right to decide if internal advertising will occur for every vacancy.
- Candidates may be selected based on their performance in any combination of the following:
  - Job Application;
  - Employment Interview;
  - Psychometric Testing;
  - Reference Check.
- Information obtained from employment and/or reference check interviews should be documented and kept with the candidate's application.