

Employment Conditions Policy

Controlled Document

Purpose

The purpose of this policy is to set out how Activ will ensure that each person with a disability employed by Activ's Business Services receives working conditions comparable to those provided in the general workforce.

Scope

This policy applies to all Activ Business Services sites, staff and employees and is framed around Standard One (1) - Rights of the National Standards for Disability Services (NSDS).

Activ Business Services provides meaningful paid employment to people with disability in Western Australia who, due to their disability may find it difficult to obtain or maintain employment in the open labour market, or who choose to seek employment with an Australian Disability Enterprise.

Policy Statement

The role of employer is regarded as a core responsibility and function of Activ Business Services.

Activ Business Service's capacity to provide good employment conditions, including the capacity to pay productivity award based wages, is dependent, in the main, on its ability to develop and maintain commercially viable enterprises. As such, Activ Business Services have at their core a dual focus: the provision of supported employment through commercially viable enterprises. To equally balance these two competing requirements Activ will:

1. Provide supported employment for people with disabilities that takes into account their individual needs, aspirations and skills.
2. Develop, grow and sustain commercial businesses that take into account not only economic and commercial imperatives but that business activities remain suitable for our workforce. Ensure each supported employee enjoys working conditions comparable to those of the general workforce;
3. Ensure that supported employees receive wages according to the award or industrial agreement;
4. Ensure that if a pro-rata based wage is paid it is determined through a transparent assessment tool or process that complies with the following criteria:
 - 7.1. compliance with relevant legislation;
 - 7.2. validity;
 - 7.3. reliability;
 - 7.4. wage outcome; and
 - 7.5. practical application of the tool;
5. Assess each employee through application of Activ's Competency Based Wage Assessment System (ACBWAS) to determine appropriate wage level.
6. Ensure that each employee receives working conditions that are consistent with the Activ Foundation, Supported Employees Enterprise Bargaining Agreement.
7. Ensure that supported employees, and if appropriate, their guardians and advocates, are informed of how wages and conditions are determined and the consequences of this at each wage review.

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Key Performance Standards

- All employees will receive comparable employment conditions according to the procedures documented in the ACBWAS Manual (AQuA 484)
- All employees will receive employment conditions that are consistent with the Activ Foundation, Supported Employees Enterprise Bargaining Agreement.
- All employees will have access to documentation that sets out the outcome of their wages assessment, and the basis on which it is made.
- All employees will have access to information and training about their wages, employment conditions, rights, protections and responsibilities.
- All employees will have a working environment that is safe and free from harassment and discrimination.
- All employees will have a opportunity (with or without their advocate) to provide feedback on their wages and working conditions.

Relevant Legislation

- Disability Discrimination Act, 2005
- Disability Services Act (National Standards for Disability Services) Determination 2014
- Equal Opportunity Act, 2010
- Fair Work Act, 2009
- Guardianship and Administration Act, 2000
- Human Rights and Equal Opportunity Commission Act, 1986
- Minimum Conditions of Employment Act, 1993
- Occupational Safety and Health Act, 1984
- Privacy Act, 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Racial Discrimination Act, 1975
- Sex Discrimination Act, 1984
- Workplace Gender Equality Act 2012
- Workplace Relations Act, 1996

Internal Key Related Policies

- Code of Conduct (AQuA 1867)
- Dress Code Policy (AQuA 112)
- Employee Code of Conduct (AQuA 1508)
- Employee Performance Management Policy (AQuA 296)
- Equal Employment Opportunity Policy (AQuA 195)
- Health and Safety Policy (AQuA 1378)
- Positive Behaviour Support Policy (AQuA 258)
- Privacy Policy (AQuA 111)

Internal Key Related Documents

- ACBWAS Manual (AQuA 484)
- Activ Foundation Inc. Supported Employees Enterprise Bargaining Agreement (AQuA 773)

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- Employee File Audit Checklist (AQuA 2044)
- Employee Human Resources Manual (AQuA 64)
- Employee Transition Procedure (AQuA 549)
- Employment Assistance Plan (AQuA 279)
- My Information (AQuA 2047)

Definitions, Related Documents and Related Performance Standards

Also refer to the NSDS Quality Assurance Manual (AQuA 1)

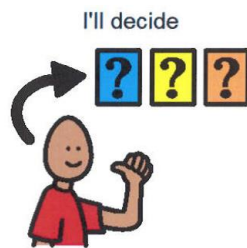
Consultation Process

Policy Working Group
Policy Consultation Procedure

Employment Conditions Policy

Your rights:

You have the right to:



- negotiate your working conditions



- receive fair wages and working conditions



- receive training and support to complete meaningful work



advocate

- use an advocate to speak on your behalf

- provide Activ with feedback so that we can make improvements



Activ can provide you with this policy and/or can discuss any aspects of it with you should you require more information.