 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: Human Resources	Pages: [03] Version No: [01] Board Approved
	Sub section (if applicable): N/A	Date: 1/1/2011 Signed: 1/7/2010
Policy Title: Workplace Relations Policy		Author: Kylie Pearson

1. Scope


- 1.1. All YMCA of Sydney Staff & Volunteers

2. Policy Statement

The success of the YMCA relies largely on the capability, commitment and productivity of our employees. The YMCAs vision is for a workplace relations environment that empowers employers and employees across our organisation to work co-operatively and make decisions in their shared interests.

The YMCA is committed to providing and maintaining a cooperative and productive Workplace Relations environment.

- 2.1. Framework for Managing Workplace Relations
 - 2.1.1. **Communication** with all People
 - 2.1.2. **Consultation** for matters related to Employees
 - 2.1.3. **Participative Approach** to Management
 - 2.1.4. **Effective Procedures** for Managing Conflict, Grievances, Complaints and Disputes
- 2.2. Workplace Relations Policy Objectives
 - 2.2.1. **Consultation**; Effective communication is upheld to ensure employees understand their contribution to the organisations objectives, values and performance.
 - 2.2.2. **Legal Compliance**; relevant to all applicable industrial laws, regulations, statutory obligations, awards, agreements, National Employment Standards, codes of practice and guidelines.
 - 2.2.3. The legal rights of employees are up to date with current legislation and appropriate review and change is made according to any legislative change.
 - 2.2.4. **Workplace Environment**; Understanding that the best interests of our employees are paramount and the determining factor for a productive workplace
 - 2.2.5. **Fair & Equitable**; Providing a fair and reasonable management of industrial issues and that all employees relations be conducted in good faith.
 - 2.2.6. **Family Friendly – work/life Balanced Workforce**; Providing work-life balance and flexible work arrangements to all employees to suit their needs and circumstances.
 - 2.2.7. **Grievances & disputes**; All workplace grievances or disputes are resolved co-operatively with respect, compliance and integrity.
 - 2.2.8. **Safety Imperative**; OH&S and general safety and wellbeing of employees, stakeholders and clients is achieved without being compromised.

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3. Related Policies & Procedures/Guidance Notes

To ensure that the YMCA maintains a workforce that is engaged, the following policies must be applied in all YMCA centres and facilities.

YMCA Managers are delegated the responsibility for ensuring that these policies are known to all employees and are followed accordingly.

Remuneration	Working With Children Check
Equity and Diversity	Workplace Practices
Flexible Working Hours	Leave Entitlements
Performance Review	Termination
Recruitment	

- 3.1. Related Procedures
 - 3.1.1. Staff & Volunteer Grievance MOP

4. Responsibilities & Delegations

- 4.1. Human Resources Manager;
 - 4.1.1. To ensure policies align with current legislation.
 - 4.1.2. To ensure policies are available to staff members.
 - 4.1.3. Ensure that all Staff Grievances, Complaints and Disputes are given a fair and equal process according to the relevant Mandatory Operating Procedures
- 4.2. Managers and Supervisors;
 - 4.2.1. To ensure staff members act responsibly within the guidelines of the policy.


5. Considerations & Legislation

- 5.1. Fair Work Act 2009

6. Records Maintenance

- 6.1. Policies are to be stored in a place accessible to all YMCA staff.
- 6.2. Existing Policies are to be reviewed each 2 years.
- 6.3. If an employee breaches the Industrial Relations Policy and/or related procedures, any performance counselling notes need to be kept in the individuals personnel file.

7. Version History

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Version	Date	Description of changes	Author	Effective Date
1	1/7/2010	Initial policy	K. Pearson	1/1/2011

I endorse the WorkplacePractices Policy

Name Kylie Pearson
 Management Area Manager

Name Phillip Hare
 CEO

Signature  _____ **Date** 1/7/2010

