

FutureNow.

Policy 2.2: Safety and Wellbeing Policy

1. Purpose

FutureNow—Creative and Leisure Industries Training Council Inc. (FutureNow) sees the safety and wellbeing of all employees as essential to achieving our vision and objectives. The purpose of this policy is to promote and maintain employee wellbeing, and to facilitate a healthy workplace culture.

2. Scope

This policy applies to all FutureNow employees.

In this policy, 'workplace' includes FutureNow's premises and any place a person goes while at work, including a work-related event.

3. Abbreviations

CEO: Chief Executive Officer

FutureNow: FutureNow—Creative and Leisure Industries Training Council Inc.

4. Policy statement

FutureNow has a duty of care to all employees to ensure, as far as reasonably practicable, that they are protected from injury and risks to their safety and wellbeing while at work. FutureNow is committed to the safety and wellbeing of everyone in our workplace, and supports a fair and inclusive environment, free from all forms of inappropriate behaviour and discrimination. Our commitment is based on our core values of equality, collaboration, professionalism, accountability and respect.

5. Responsibilities

This policy recognises that workplace safety and wellbeing is a shared responsibility, with management and employees all having a duty to provide as far as is practicable a working environment that is safe, accessible and without risk to people's wellbeing.

FutureNow's Responsibility

FutureNow's Chief Executive Officer (CEO) is responsible for:

- providing and maintaining a safe and accessible working environment;
- providing and maintaining adequate facilities, such as bathroom and kitchen facilities;
- ensuring appropriate human resource record keeping;
- providing an induction for employees on commencement, regular (annual) performance review sessions, and an interview with employees leaving the organisation;
- not having unreasonable expectations of employees in relation to any aspect of their work, including travel and/or attending industry events; and
- meeting the organisation's legal occupational health and safety obligations.

Employees' Responsibility

FutureNow's employees are each responsible for upholding safety and wellbeing standards by:

- being committed to and guided by FutureNow's core values;
- adhering to safe work practices and following all reasonable instructions;
- taking personal responsibility to maintain safety and wellbeing;
- immediately reporting to the CEO anything at work that they believe to be dangerous or hazardous; and
- always acting in a manner that keeps themselves and others safe, taking reasonable care that their actions do not affect the safety or wellbeing of other people in the workplace.

6. Policy application

Everyone, including management, employees and members of the public, has a right to be treated with courtesy, dignity and respect. FutureNow is committed to supporting a fair and inclusive work environment, free from all forms of inappropriate behaviour, and will not tolerate any form of bullying, harassment and other forms of discrimination. FutureNow will treat all allegations or complaints in relation to such behaviours very seriously.

FutureNow is committed to providing a work environment that is accessible for all people, and will make reasonable adjustments for, and accommodation of, disability for employees and other stakeholders.

FutureNow encourages resilience in our employees, placing an emphasis on self-monitoring and self-management. These capabilities are fostered through a workplace culture maintained by the application of equality, respect and collaboration.

FutureNow encourages open and respectful communication between all employees so that people feel comfortable in raising issues as they arise. If a grievance is not able to be resolved through discussion between the affected parties, the matter should be raised with the CEO so that a solution can be found.

All employee travel will be aligned with business requirements and arranged to maximise FutureNow's resources. Work-related travel will not place unreasonable demands on employees, and employees must comply with the organisation's travel protocols.

All employees are required to be fit for work and not impaired by alcohol and drugs, and while at work, remain capable of safely performing their duties. Employees also have a responsibility to behave appropriately when representing FutureNow at work-related functions and events.

The health effects of exposure to environmental tobacco smoke (passive smoking) are well known. In accordance with our commitment to provide and maintain a working environment in which employees are not exposed to hazards, the FutureNow workplace is a smoke-free environment. Smoking is not permitted in the FutureNow workplace or surrounding areas where other people, including members of the public, might be exposed to tobacco smoke.

7. Breaches

All employees are responsible for understanding and following the Safety and Wellbeing Policy throughout the course of their employment with FutureNow. Failure to comply with any aspect of this policy may constitute misconduct, and may result in disciplinary action, up to and including termination of employment. Breaches of this policy by the CEO or the Board is addressed in the CEO Employment and Delegations Policy and the Board Charter.

Associated Documents

Western Australian Employment Legislation:

- *Occupational Safety and Health Act 1984*
- Occupational Safety and Health Regulations 1996
- *Workers' Compensations and Injury Management Act 1981*
- Workers' Compensations and Injury Management Regulations 1982

FutureNow Human Resources Management Policies:

- CEO Employment and Delegations Policy
- Code of Conduct
- Risk Monitoring and Management Policy

8. Authorisation

This Policy has been authorised by the CEO and the Board of FutureNow.