



Sydney PO Box 432 Mascot NSW 1460 Australia

40 Kent Road Mascot NSW 2020 Australia

Phone +61 2 9364 7500 Fax +61 2 9693 5451

Melbourne 2/251-253 Hyde St Yarraville VIC 3013 Australia

Phone +61 3 9362 0011 Fax +61 3 9362 0807

Brisbane 5B/919-925 Nudgee Road, Banyo QLD 4014

Email office@jpjaudio.com.au Web www.jpjaudio.com.au

Industrial Relations Policy

Policy Statement

It is the Policy of JPJ Audio Pty Ltd ('JPJ Audio') to continually strive to improve the quality of its productivity, performance and services to enable continued growth in a competitive industry.

Our goal is to have open and transparent processes, in all aspects of our dealings with workplace participants, suppliers and contractors; encompassing issues pertaining to industrial relations. Effective clients, people and project management is based on open, honest, relationships and realistic negotiations that are beneficial to both parties. Continued commercially successful projects can only occur when our stakeholders are also successful in their personal endeavours and enterprises.

Goals and Objectives

JPJ Audio aspires to eliminate lost time, down time and unproductive work practices that arise through grievances or disputes pertaining to industrial relations. We encourage proactive, two-way consultation between parties, with consideration of both parties' requirements, when faced with any issue relating to industrial relations. JPJ Audio is committed to:

- Providing a safe and harmonious work environment which is conducive to ensuring workplace participants are content and achieving the Company's operational goals.
- Compliance with industrial relations legislative instruments, including (but not limited to) The National Employment Standards, Occupational Health and Safety Act 107/2004 (Vic), Work Health and Safety (WHS) Regulation 2011 (NSW), Live Performance Award 2010 (MA000081), and Long Service leave Act 1955 (NSW).
- Accepting that properly held interests of our clients always prevail, and that accordingly it is the client who may, in some cases, determine actual industrial relations arrangements.
- Advising clients of JPJ Audio during the progress of the work, and within 24 hours of becoming aware, of any industrial relations or WHS matter which may have an impact on the Services, the principal contract and other related contracts.
- Develop and improve the skills of workplace participants to enable them to work efficiently in a constantly evolving environment and to strive to reach maximum potential.
- Encouraging contractors providing Services to comply with applicable awards and workplace arrangements, whilst recognising their right to have their own industrial relations policies and arrangements. JPJ Audio will from time to time request that contractors provide evidence of compliance with relevant Industrial Relations practices.

Responsibilities

Levels of management of JPJ Audio will:

- Provide fair and reasonable management of industrial issues and expect the same from other interested parties;
- Maintain an open relationship with our workplace participants and other interested parties;
- Apply policies and procedures in an equitable and fair manner regardless of position;
- Promote open and effective communication between workplace participants at all levels and, resolve disputes quickly and efficiently; and,
- Encourage proactive and two-way consultation at all times in industrial relations matters.

CHIEF EXECUTIVE OFFICER

1st March 2017