

Human Resources Policy

Introduction This document describes the Human Resources Policy of AMAF which sets out our approach and commitment to staff and volunteers. The AMAF is a volunteer-based organisation. **Application** This Policy applies to all employees, officers, director, representatives and volunteers of AMAF. This policy should be read in conjunction with the Code of Conduct, Volunteer Management Policy, Staff Induction Policy and the Complaint Handling Policy.

Objective

This Policy has been established to ensure AMAF:

- Has the opportunity to attract the best available staff and volunteers for all vacant positions
- Facilitates the smooth transition of new employees, volunteers and contractors into the organisation and their roles.
- Maintains obligations to ensure no employee or volunteer at any level should subject any other employee, volunteer, customer, or visitor to any form of sexual harassment, abuse, or harm.
- Is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Definitions

New employees refer to both recruits to the company (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

Harassment – a person unlawfully harasses another person if he or she makes that other person (Another member or volunteer or member of the public) feel offended, humiliated, or intimidated because of one of the protected attributes listed above. It may involve inappropriate actions, behaviour, comments, or physical contact that is objectionable or causes offence.

Sexual harassment – means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Bullying – is repeated, unreasonable behaviour directed toward a member/volunteer, or group of members/volunteers, that creates a risk to health and safety. “Unreasonable behaviour” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, or threaten another person. “Behaviour” includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, punishing or

threatening. “Risk to health and safety” includes risk to the mental or physical health of the employee.

Staff Recruitment – AMAF is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

– AMAF will ensure it has the best opportunity to attract the best available staff by broadly advertising all volunteer vacancies.

– AMAF will take all appropriate precautions to ensure that applicants may be safely entrusted with the duties of their position.

– AMAF will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

– AMAF is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination.

– All recruitment and selection procedures and decisions will reflect AMAF’s commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications, and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment, or political opinions.

Workplace

AMAF is committed to equality and providing a workplace free of discrimination, harassment, sexual harassment, bullying and victimisation. Where a member or volunteer has a grievance in relation to these matters, this can be raised directly to the management of AMAF or to specific members of the management as appropriate, for action to be taken. Action could include disciplinary procedures against the alleged offender, including suspension from AMAF.

Learning and Development Members and volunteers are encouraged to develop their skills and experiences on the job as they take part in specific projects’ development and execution. Formal training is provided on a case by case basis.

Health and Safety AMAF does not have its own or lease premises in Australia. Members and volunteers’ health and safety in Sri Lanka are a primary risk consideration in the decision to send them to Sri Lanka. They will never be placed in situations where there is a danger to their health or safety

Travel Arrangement AMAF ensures that there is travel insurance for members and volunteers travelling to Sri Lanka on AMAF projects. Members and volunteers are briefed on risks, Do’s, and Don’ts, before any project trips to Sri Lanka and a debrief conducted on their return. Members and volunteers are expected to stay in secure locations while on field / project visits in Sri Lanka.

Amended 26 September 2020

