

STAFF POLICY



Intellect Systems' strength lies within the qualification, commitment and experience of our people. Intellect Systems management are committed to assist and encourage our staff members to develop their capabilities and build their careers in a well-structured professional environment.

Our goal is to assist its staff perform their job duties and conduct themselves in a professional safe and ethical manner whilst contributing to the overall success of the organisation.

In order to achieve these goals Intellect Systems will:

- Provide best practice Human Resources policies, procedures and systems;
- Create a workplace where any grievances or disputes are resolved in the workplace by methods which are fair and equal to all parties;
- Promote organisational performance through enhancing job satisfaction, career advancement and staff development as well as employing effective performance management processes;
- Provide staff members with on-the-job experience and training; and support ongoing education and career development requirements;
- Provide and maintain an Equal Opportunity workplace that is free of harassment of any kind;
- Provide and maintain a safe working environment free of bullying or violence of any kind;
- Not willfully disclose any personal information regarding staff members without first obtaining approval, unless required to do so to satisfy a legal obligation; and
- Ensure all staff have adequate time away from work for family holidays, special events, rest and recreation in order to promote a work life balance.

Intellect Systems will periodically review this policy, objectives and targets to ensure that our evolving business remains focused on providing a workplace where personnel are treated fairly, equably and are empowered to work to the full extent of their capabilities.

A handwritten signature in black ink, appearing to read "J Monzu".

JASON MONZU

Managing Director

June 2023

Review Date June 2025

