



CAIRNS HOCKEY ASSOCIATION
INC

HUMAN RESOURCES
POLICY

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1.0 Salaries

1.1 Management

Employees are to be contracted for periods up to three (3) years, and it is to include an annual performance review.

1.2 Staff

Employees are to enter into annual employment agreements with a performance review to be held at the twelve month anniversary of such employment.

1.3 Authorisation

Staff to be confirmed by the General Manager and General Manager to be confirmed by the Board of Directors. The Finance Committee to review all levels at least annually and as part of the annual budget review process.

2.0 Reviews

Pre-prepared review documents outlining goals and objectives and outcomes for each employee. The applicable Manager and employee must provide their comments with both parties signing off the agreement.

3.0 Employee Entitlements

Provision is made for Cairns Hockey's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries, annual leave and personal leave, that will be settled after one year, have been measured at the present value of the estimated future cash outflows to be made for those entitlements. Employees can not accumulate anymore than six (6) weeks annual leave at any one time. Any accruals over six (6) weeks will be automatically cancelled. Three (3) weeks annual leave must be taken in every twelve (12) months.

Long Service Leave Provisions are calculated once an employee has seven (7) years continuous employment.

Contributions are made by Cairns Hockey to an employee superannuation fund of their choice and are charged as expenses when incurred.

4.0 Payment Methods

All staff are paid on fortnightly basis, via a direct debit/credit system from Cairns Hockey's Trading Accounts.

5.0 Individual Personnel Records

Personal details are maintained by the General Manager for each employee. Accumulated balances of leave due are calculated as required by the computer payroll system. Details include salary rates and dates of changes, tax file number, address, date of birth, annual leave entitlements and leave taken, and personal leave entitlements. Accumulated balances of annual leave and personal leave are automatically calculated.

6.0 Responsibilities

All Managers and staff are to have clearly outlined job descriptions and duty statements.

7.0 Statutory Requirements

Records must be maintained and payment made for Annual Leave (minimum of four (4) weeks per year per full-time employee), Personal Leave (minimum of fifteen days per year per full-time employee), Superannuation (applicable rate paid at the end of each month), Fringe Benefits Tax, Group Tax (payable at the end of each month). The General Manager is to ensure correct and timely remittance of all requirements.

8.0 Return to Work Policy

Objective:

To encourage a successful and safe return to work following an injury or illness, achieved through a suitable duties program designed to appropriately match the capabilities of the staff member and regularly upgraded according to the level of recovery and advice from treating medical doctor.

Policy:

Cairns Hockey recognises that there is substantial benefit to be gained from a safe and early return to work following an injury or illness.

Cairns Hockey is committed to:

Ensuring rehabilitation is started as soon as possible, following an injury or illness, in accordance with medical advice

Ensuring a suitable duties plan is developed to facilitate a safe and healthy return to work. Plans will be developed in consultation with the injured staff member, treating medical doctor, manager and workplace rehabilitation coordinator.

Respecting the confidential nature of medical information and ensuring there will be both written and verbal confidentiality agreements in place

Ensuring staff are aware of the Return to Work Policy

Ensuring staff are not disadvantaged during a structured and safe return to work

Reviewing this policy and procedures at least every three years to ensure it continues to meet the needs of everyone

Responsibilities

Managers have a responsibility to:

Actively assist the General Manager to identify suitable duties in the development of return to work plans

Adjust workplace procedures and rosters to enable successful implementation of the return to work program

Offer support and encouragement to the injured staff member

Continually liaise with the injured staff member to ensure suitable duties have been designed appropriately and are in line with that person's capabilities

Respect the confidential nature of all information pertaining to the injury and return to work program

Employees have a responsibility to:

Inform their manager as soon as possible, that an accident or incident has occurred and that they will not be returning to work or normal hours

Inform their manager of their intention to apply for Worker's Compensation

Inform their treating medical doctor of Cairns Hockey's commitment to safe and early return to work programs

Attend a consultation with a Health Professional nominated by Cairns Hockey, in addition to their treating doctor

Actively participate in return to work rehabilitation and in the development of all suitable duties plans

Respect the confidential nature of all information pertaining to their injury and return to work program

The General Manager has a responsibility to:

Ensure all staff have knowledge of Cairns Hockey's Return to Work Policy

Ensure managers include this as part of the new staff orientation process

Assist managers and staff to develop suitable duties programs that will facilitate a safe and healthy return to work

To liaise with the injured staff member's treating doctor, Work-Cover, allied health professionals and injured staff member to ensure suitable duties programs are implemented successfully

Keep confidential all information pertaining to the staff member's injury and return to work program and any correspondence with the staff member's treating doctor, Work-Cover and allied health professionals

9.0 Recruitment Policy**Objective:**

Cairns Hockey is an organisation that must remain competitive if it is going to retain and grow existing market share. One of the most effective long-term means of supporting Hockey

Queensland's vision is to recruit people with the competencies to support the strategic goals. Effective recruitment is the first step to maximising the performance of the organisation's people resources. Recruiting people with the competencies that match the company's business strategies is a critical source of future competitive advantage

Policy:

This policy has been developed to assist managers with the recruitment and selection process and providing a mechanism for tracking staff numbers against allocated budgets

This policy is designed to encourage recruitment and selection based on equal employment opportunity and to ensure the best person is selected for the job

Cairns Hockey will:

- Develop relevant position descriptions for all roles prior to commencing a recruitment initiative
- Advertise both internally and externally for all vacancies
- Use a combination of preferred recruitment agencies and direct adverts
- Ensure all new recruits sign a letter of offer / employment contract prior to their commencement
- Adhere to Equal Employment Opportunity Legislative guidelines
- Attempt to introduce a diverse skill set into the organisation, ie recognise the benefit of a broad background
- Liaise with relevant Partners when appointing senior roles within the organisation
- make individual employees that intend to apply for a secondment accountable to advise their manager prior to making the application

Cairns Hockey will not:

- recruit for any position without the approval of the relevant General Manager
- make verbal offers under any circumstances
- extend any contracting / consulting arrangements without the prior approval of the General Manager
- reject other short listed candidates until the letter of offer has been accepted by the preferred candidate

10.0 Equal Employment Opportunity Policy

Objective:

This policy focuses on Diversity and Equal Employment Opportunity.

This policy has been designed specifically to inform all managers of Cairns Hockey the policy and procedure to be adhered to in relation to Diversity and Equal Employment Opportunities. This policy supports the Recruitment Policy.

Policy:

Cairns Hockey is committed to a policy of equal employment Opportunity. In fulfilling this commitment to Equal Employment Opportunity, Cairns Hockey will comply with various legislative requirements and will strive to proactively identify and remove barriers to employment and to promotional opportunities.

Cairns Hockey will:

- ensure all staff are aware of the Diversity and Equal Employment Opportunity Policy
- ensure that discriminatory practices are not prevalent in their organisation
- Promptly deal with any issues impinging on this policy

At no time should the individual try to deal with the issue on their own if it is getting to the point where fear, anxiety and pressures are prevalent as a result of discrimination.

Procedure to Lodge a Formal Complaint

If the employee feels that the situation is getting out of their control, highly uncomfortable and having an adverse impact on their working environment they must seek further assistance.

1. Employee – Prepare a written complaint detailing:
The actual incident /s
Actual dialogue of conversation and details of witnesses
Actions taken to date to rectify the situation

2. Send the complaint to:

Employee's manager (The actual complaint does not have to go directly to the employee's manager – this may in fact be the person who is responsible for discriminatory behaviour)
OR

Another manager OR

A colleague who is aware of the escalation process and is comfortable to talk to another about the situation, i.e. act as an employee representative.

The designated manager should carry out any formal investigation of the complaint. The investigation will involve formal interviews of the complainant, the alleged discriminator and any witnesses. Such a delicate matter is to be kept highly confidential so as to not create a situation of bias or further discrimination. Given the sensitivity of this issue, all persons involved will be requested to sign a confidentiality agreement.

Investigation Procedure

1. Escalate concerns and provide details on the alleged discrimination
2. Investigator – interview alleged victim, alleged perpetrator and any witnesses
3. If guilty, 1st and final warning OR immediate dismissal. Counselling will be offered
4. If complaint is found to be unjust and malicious – 1st and final warning OR immediate dismissal
5. Anti-Discrimination Commission of Queensland to be contacted for further action / advice

11.0 Leave Policy

Objective:

This policy provides information in relation to:

Annual Leave

Long Service Leave

Parental Leave

Miscellaneous Leave

Overview

Cairns Hockey has a number of guiding principles and core values, which are directed at how we treat our people. Leave is one component of the employment conditions that assist employees in balancing their professional and personal values. Cairns Hockey recognises that a balance between professional and personal lives will assist to create an efficient and enjoyable working environment.

Annual leave provides employees with an opportunity to relax, to pursue alternative activities.

Personal leave provides a form of insurance for employees and enables them to recuperate from an illness without loss of pay. The taking of personal leave also assists with the containment of illnesses which may otherwise spread throughout the organisation.

Personal leave to care for a member of their family releases the person from additional stresses.

Parental leave caters for both females and males in the case of a birth of a child or the adoption of a child. This form of leave also incorporates maternity leave.

Bereavement leave allows people time to grieve and to undertake duties that may have upon the death of someone close to them.

Leave, if managed well, provides benefits to both employees and Cairns Hockey. Details relating to leave are contained in the HR Policy point 3.0.

Please note it is important that leave request forms are completed to enable accurate record keeping and to provide Cairns Hockey with protection from Workers' compensation Claims if the employee is injured whilst on leave.

Annual Leave

The times at which annual leave will be taken shall be determined, wherever possible, by mutual agreement and, failing agreement Cairns Hockey shall determine the dates for annual leave after taking account of your wishes. If Cairns Hockey directs you to take annual leave, you will be provided with at least 4 weeks' notice.

All employees are entitled to 20 days per annum for each completed year of continuous employment. It is Cairns Hockey policy that this leave is taken in the year in which it falls due. Exceptions may be made to this by mutual agreement but leave is not to be routinely accumulated.

Each employee MUST take at least 10 consecutive days of annual leave in each year.

In unusual circumstances only, an employee may take annual leave in anticipation of their entitlement provided the employee agrees that the monetary value of any annual leave taken in excess of entitlement may be deducted from termination payment. Obvious benefit to the employee (of Cairns Hockey) should be apparent prior to granting such leave. Decisions will be made after considering the impact on other staff and the business.

An employee who falls ill on Annual Leave can credit the annual leave and deduct from Personal Leave on presentation of a medical certificate. If it is possible, the employee should contact his/her manager to advise that they are sick whilst on annual leave.

An employee must complete a leave request form, have it approved by their manager and the form must be sent to the relevant department for processing prior to the taking of annual leave.

Personal Leave

Employees are provided with 15 days personal leave per annum.

Unused personal leave accrues to a maximum of 65 days.

Employees are expected to treat personal leave as a form of insurance rather than an entitlement.

Employees may use their personal leave to care for a member of their direct family. Personal leave is not under any circumstances paid out upon termination.

Employees may be required to provide a medical certificate for any absence of two days or more, be it due to their own illness or that of the person they are caring for.

Any staff member who requires time off work due to personal or family illness, must telephone and advise their manager prior to 8.30am.

A Leave Request Form must be completed by the employee, and signed by their manager then forwarded to the relevant department for processing. This form is to be completed for annual leave requests and upon return from personal leave.

Long Service Leave

You are entitled to long service leave in accordance with the Workplace Relations Act (Qld) 1997, as amended from time to time.

Parental Leave / Maternity Leave

Parental leave is provided for within the Workplace Relations Act 1997 – Chapter 4, Part 3. The key elements of the legislation are set out below:

An employee who has worked for Cairns Hockey for twelve months or longer is entitled to take up to 52 weeks unpaid parental leave.

If the employee's partner takes unpaid parental leave from their employee the total unpaid leave entitlement is 52 weeks between the two people.

The employee must provide the following information to their manager (who will advise the General Manager) as soon as is known:

Estimated date of birth
Date the employee wishes to commence the leave; and
Expected date of return to work

Upon return from parental leave the employee will return to their previously held position. If this position no longer exists, Cairns Hockey will offer the person a similar position and remuneration. If no positions exist, other options can be jointly explored.

Bereavement Leave

Employees may be provided with Bereavement leave in the event of the death of a person whom they have had a close association, including parents, grandparents, siblings, children and family in-law. Two days leave will be provided, however with the approval of the General Manager, further leave may be made available.

A Leave Request Form must be completed and signed by the employee's manager then sent to the relevant department for processing.

Leave Without Pay

Leave without pay should only occur in unusual circumstances and should be of a short duration. Obvious benefit to the employee (and Cairns Hockey) should be apparent prior to granting such leave. Decisions will be made after considering the impact on other staff and the business.

A Leave Request Form must be completed and signed by the employee's manager and forwarded to the General Manager for approval.

All other relevant leave entitlements should be exhausted before granting leave without pay.

Jury Duty or Being a Witness

If an employee is required to undertake Jury Duty, Cairns Hockey will pay the difference between the payment for Jury Duty and Cairns Hockey's employee's regular pay.

If it is not possible to release the employee for Jury Duty, the employer will need to write a letter to the Court's explaining that the company cannot release the employee due to critical work issues.

If an employee is called, as a witness in a criminal matter Cairns Hockey will pay the difference between the payment made by the Court and the employee's regular pay.

If an employee is a witness in a civil case, leave without pay will be granted. The employee should have their costs met by the litigants.

A Leave Request Form must be completed, signed by the employee's manager then forwarded to the relevant department for processing.

Study Leave

Cairns Hockey encourages employees to further develop their knowledge and skills. There is a provision within Cairns Hockey policies which allows employees to apply for a maximum of two (2) days per year for work related study leave. This leave will be fully paid.

A Leave Request Form must be completed and signed by the employee's manager then forwarded to the General Manager for approval.

12.0 Sexual Harassment Policy

Responsibilities:

Cairns Hockey will:

- Ensure that all staff are aware of the Sexual Harassment Policy
- Ensure that harassment orientated practices are not prevalent in their organisation
- Promptly deal with any issues impinging on the Sexual Harassment Policy

Cairns Hockey employee's will:

- Be firm and direct with the person harassing them and clearly reject any unwelcome advances
- Seek advice and assistance if deemed necessary

At no time should the individual try to deal with the issue on their own if it is getting to the point where fear, anxiety and pressures are prevalent as a result of the harassment.

Procedure to Lodge a Formal Complaint:

If the employee feels that the situation is getting out of their control and intolerable, they must seek further assistance.

1. The employee must tell the person to stop. If the behaviour continues, prepare a written complaint detailing:

- The actual incident/s
- Time of harassment
- Location the harassment occurred
- Actual dialogue of conversation or description of overt behaviour
- Details of witnesses
- Actions taken to date to rectify the situation

2. Send the complaint to:

- Employees manager or another manager
- A colleague who is aware of the escalation process and is comfortable to talk to another about the situation, i.e. act as an employee representative

The designated manager should carry out any formal investigation of the complaint. The investigation will involve formal interviews of the complainant, the alleged discriminator and any witnesses. Such a delicate matter is to be kept highly confidential so as to not create a situation of bias or further discrimination. All persons involved will be requested to sign a confidentiality agreement.

13.0 Termination, Dismissal, Suspension Policy

Resignations Policy

Resignations are extremely costly to an organisation, not only in terms of replacing the employee, but also in terms of losing skilled employees who take with them knowledge and experience and leave behind a disorientated team who are often disrupted by the departure.

The Manager will discuss the resignation with the employee

Reasons for the resignation should be identified

The resignation should be kept quiet until discussions have taken place

A written acceptance of the resignation should be given to the employee and a copy kept for their personnel file

Advise working peers of the resignation

Processing of the final pay should be arranged

The staff member should be asked if they would like an Exit Interview and if so determine who should conduct the interview ie. not their manager

This information should be filed confidentially

The Manager will meet with the employee on their final working day to collect all company property

Dismissals Policy

Cairns Hockey will:

- Consult Termination Policy before each dismissal case.
- Issue a dismissal with notice ONLY if unacceptable behaviour of performance continues and previous warnings have been disregarded.
- Conduct adequate inquiry where the employee is provided with an opportunity to explain their point of view.
- Arrange for employees to have a representative during a dismissal procedure (colleague, union delegate, lawyer etc).
- Where an immediate suspension is required (abuse, fraud), suspend the employee on full pay for the duration of the investigation.
- Keep a written record of all discussions in relation to the pending dismissal, including witness comments, hearsay, etc.
- Document all discussions (regardless of their formality), warnings (including verbal warnings) and dismissals detailing all reasons.
- Document the results of the discussions and provide a copy to the employee- it should have the manager's signature on the report and a place for the employee to sign the report (if they do not wish to sign the report, they need not).
- Cairns Hockey may issue a Summary Dismissal WITHOUT notice under any of the following circumstances:
 - Failure to observe standard workplace health and safety rules (which may result in a serious injury being incurred)
 - Unauthorised possession of Cairns Hockey property on or offsite

 - Consuming or being affected by intoxicating liquor whilst at work or in a company vehicle
 - Possession of illicit drugs whilst at work or in a company vehicle

 - Discriminatory or offensive behaviour
 - Sexual harassment
 - Disorderly conduct
 - Refusing to perform work assigned
 - Unauthorised use or misuse of Cairns Hockey vehicles, property
 - Falsification of work records
 - Use of obscene, abusive, or offensive language
 - Conduct which is likely to damage the image of Cairns Hockey
 - Unauthorised absence following a request to return to work
 - Theft from peers or visitors to Cairns Hockey
 - Violent behaviour
 - Some forms of misconduct outside of work may also result in dismissal

Suspension Policy

Suspension of an employee should occur if an investigation into a complaint needs to occur. Determine who should conduct the investigation - normally management.

Generally speaking, suspension should only proceed if dismissal is the probable outcome.

Cairns Hockey will:

- Inform employees of the suspension in writing (along with verbal- the written format is for the purpose of records).
- Where an investigation reveals that no disciplinary action is required, advise the employee as soon as possible. The employee should be made aware that no further action in relation to the incident will occur and the employee will not be disadvantaged in the future as a result of the investigation.
- Retain any documentation in a secure environment, NOT on the employee's personnel file.

14.0 Expenses Policy

Objective:

All work related expenses, including reimbursement for ad hoc kilometres travelled are paid for in the most appropriate and fair manner that all staff understands and follow including the minimisation of the need for staff expense reimbursement.

Policy:

- Whenever possible, staff should ask for work-related expenses to be put onto an account, payable by Cairns Hockey. A tax invoice should be obtained and sent to the office for a cheque to be raised and forwarded to the supplier. If an account cannot be arranged, and payment is required at the time of purchase, staff should:
 - a) If the item costs \$20 or less, pay for the item using petty cash
 - b) Request a cheque in advance from the General Manager. This request should be made at least 24 hours before the cheque is required
 - c) if (b) is not possible, pay the expense on a business credit card
 - d) if (b) and/or (c) is not possible, pay the expense on a personal credit card and seek reimbursement
- Work-related expenses (option d - above) and ad hoc kilometre reimbursements should be submitted within the month that the expense or travel is incurred. Claims will be processed on a fortnightly basis by the office and deposited directly into the staff members nominated account via EFT every second Tuesday. Please note it is the responsibility of staff to ensure that the office have the correct account information by the start of business Monday the week the reimbursement is made.
- Expense claim forms must be signed by the staff member and counter-signed by an authorised manager for reimbursement to occur

15.0 Electronic Communication Policy

Objective:

The purpose of these guidelines is to:

- summarise the position of Cairns Hockey in relation to use of its Information Technology (IT) and communications facilities and resources.
- encourage the responsible use of IT and communications facilities and resources and discourage practices that degrade the useability of the resources.
- maintain the image and reputation of Cairns Hockey as a responsible corporate citizen in compliance with Australian laws.
- protect the confidentiality, integrity and availability of Cairns Hockey's IT and communications facilities and resources.

- provide a discrimination and harassment free workplace.
- minimise cost and guard against theft or wrongful use of resources.
- protect copyright, licensing and intellectual property and ensure confidentiality of information.
- safeguard the privacy and security of Cairns Hockey, individual users and Cairns Hockey's customers.

Policy:

Use of computing, software, communications and network resources and facilities owned or controlled by Cairns Hockey is provided on the condition that the resources are used only in an efficient, ethical and legal manner for the benefit of Cairns Hockey.

Application of Policy:

These guidelines apply to all users of Cairns Hockey's IT and communications facilities and resources.

IT and communications facilities and resources within or owned or controlled by Cairns Hockey will only be used for the purpose of performing authorised lawful business activities generally and specifically in accordance with the guidelines listed below for the benefit of Cairns Hockey.

All equipment, software and data stored; used in or traversing any of Cairns Hockey's systems or business are and remain at all times the property or under the exclusive control of Cairns Hockey.

As such, Cairns Hockey reserves the right to monitor, record, delete, copy, use and take possession of all such equipment, software, hardware, data, manuals and any communications passing through Cairns Hockey's IT or communications facilities or resources including e-mail and internet use. To facilitate this and to the extent necessary the employee assigns all copyright and other intellectual property to Cairns Hockey.

Information transmitted via email or the Internet is not secure. The privacy and integrity of information cannot be guaranteed.

Acceptable Use:

The following may be considered "acceptable use" of Cairns Hockey's IT or communications facilities and resources:

- performing authorised business activities for Cairns Hockey.
- professional development activities with prior approval from management.
- limited personal use which is consistent with good business practice and does not interfere with, impact upon or interrupt the efficient, lawful, ethical operation of the business of Cairns Hockey.

Unacceptable Use:

The following activities are examples of unacceptable use of IT or communications facilities and resources (including Internet and e-mail) and therefore are in breach of the policy. Note this is **not** an exhaustive list of activities that may be treated as unacceptable use.

- conducting unlawful or unethical activities or transmitting, accessing, storing, or copying or otherwise being in possession of illegal, unethical, defamatory or offensive material or material in breach of copyright or licensing conditions.
- transmitting, accessing or storing pornography or other material which may be generally regarded as objectionable material.
- doing anything which could be regarded as discrimination or harassment as defined by Cairns Hockey's policies from time to time.
- theft or unauthorised possession or use of Cairns Hockey IT facilities..
- unauthorised possession or distribution of confidential data or information.
- accessing, transmitting or storing confidential data or information without applying the necessary security measures.

- frivolous or excessive use of the system for personal or non-business use will not be tolerated. Similar to telephone use, some light personal use of the e-mail systems is acceptable.
- conducting private business or other activities for personal gain or for purposes related to gambling, political activity, fundraising or charitable activity not sponsored by Cairns Hockey.
- transmitting, storing or participating in chain, junk, spam or hoax e-mail
- soliciting e-mail or subscribing to electronic communications or other communications unrelated to Cairns Hockey business.
- participating in or accessing unauthorised internet services which include but are not limited to audio, video, news groups, bulletin boards and chat services.
- shopping or entering into agreements using Cairns Hockey's communications facilities.
- transmitting, accessing or storing any data without first checking for malicious code using an up to date version of anti-virus software.
- transmitting, accessing or storing malicious code or programs which adversely affect the functionality of a computer, computer system or network.
- using IT accounts belonging to others (sharing of user passwords).
- circumvention of security access restrictions and/or controls.
- exploitation of security vulnerabilities (flaws) in computer hardware and software.
- scanning or probing computer systems and networks for vulnerabilities and flaws.
- gaining or attempting to gain unauthorised access to data or computer systems.
- installing new or modifying existing security access controls
- doing anything else which does or may:
 - bring Cairns Hockey into disrepute
 - cause Cairns Hockey or any of its customers to bear unreasonable risks or costs
 - cause disruption to any of Cairns Hockey's business or services
 - doing anything else which may be in breach of any privacy obligations.

Breach of Policy

Unacceptable use of Cairns Hockey's IT or communications facilities and resources will be treated as a material breach of this policy. Breaches of this policy may, after due process, result in any of the following:

- the suspension or withdrawal of IT and/or communications facilities and resources;
- a disciplinary review, which may include suspension of employment;
- termination of employment, demotion or other disciplinary action;
- legal action either criminal, civil or both

Examples

Example #1 – E-Mail User

A staff member receives an e-mail message containing a sexist joke and a file attachment displaying a person in a swimsuit. The staff member then saves the picture to their workspace and forwards the e-mail message onto their friends. The staff member has violated the Conditions of Use Policy by storing non-business related information on a Cairns Hockey computer system. In addition she/he has transmitted the e-mail message to his/her friends which could further offend other employees.

What the user should have done is to reply to the sender of the e-mail message and request that they stop sending them non-business related e-mail messages. The user should have then deleted the e-mail entirely.

Example #2 – Internet User

A staff member visits a site on the internet called “warez”. This site enables visitors to download computer programs for free. Instead of purchasing the latest new computer game at the store, the user decides to download and install it on his/her computer system.

The user has downloaded pirate software from the internet. Copying commercial software without a license is illegal and is in violation of this policy. In addition, the user has installed the software onto an Cairns Hockey computer system. The user should have thought about the legitimacy of such offers from strange web sites on the internet. In addition, the user did not scan the software with an anti-virus scanner. She/he could have introduced a virus onto the Cairns Hockey computer network.

16.0 Workplace health & Safety

A safe working environment is a core value of Cairns Hockey. Actively valuing the safety of everyone and conducting our work to ensure we maintain a healthy and safe work environment, is essential to the long-term success of Cairns Hockey.

Everyone who works at Cairns Hockey is responsible for being an active partner in creating and maintaining a safe working environment – for themselves, their workmates and all visitors, customers and contractors.

Part of our vision is that safety is an integral part of all we do. We will achieve this by identifying risks within the workplace and putting in place the most effective controls and solutions to help us achieve our goals.

Board Members and Managers are responsible for:

- Leading by example

- Development and communication of workplace health and safety policies and procedures in their areas.

- Ensuring staff receive adequate and appropriate training for their job

- Following the workplace health and safety policies and procedures

- Identifying risks and ensuring the most appropriate controls are sought and put in place

Employees are responsible for ensuring:

- Policies and procedures are followed at all times

- All work is performed in a way that supports a safe and healthy work environment

- Safety equipment, essential for certain tasks, is used appropriately and maintained

Our safety policies and procedures have been developed in line with the Cairns Hockey vision and values as well as to ensure compliance with Legislation, Advisory Standards, Codes of Practice and Guidance Notes. The Cairns Hockey Human Resource Policy provides performance management guidelines for dealing with incidences where the Cairns Hockey Workplace Health and Safety Policies are not followed.

Cairns Hockey will support all employees to work safely and, in the event of any injury, encourage a safe and efficient return to work in line with our Rehabilitation Policies and Procedures.

END