

# Human Resources Management Policy

## Rationale

Our vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services. Without our people, we cannot turn our vision into reality. Therefore, we acknowledge our people as our most valued resource and recognise that our approach to people management and workplace safety is critical, not just to vision attainment, but also to optimising organisational performance, productivity, and profits, and reducing compliance risk.

Our human resources strategy is to create a sustainable competitive advantage by aligning our people to our vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement. Our approach to strategy execution is to adopt the EZHR System and its policy framework.

## Policy Statement

In demonstrating our commitment to people management and workplace safety good practice 360 Degrees Security & Investigations Limited shall manage our people and workplace safety by adopting the EZHR System and its policy framework.

## Policy Guidelines

1. A policy is a formal statement of our organisation's intent, giving our people clarity on our organisation's compliance expectations.
2. Where any provision in a policy adopted by our organisation is inconsistent with any legal provision or a term or condition of an employee's employment agreement, the legal provision or term or condition in the employee's employment agreement shall prevail.
3. Our organisation shall adopt and adhere to the EZHR System and its policy framework shown on the HR1A EZHR System & Policy Framework Model form to be read in conjunction with this policy.
4. To ensure the successful rollout of the EZHR System and effective oversight of ongoing adherence to the policies on the said policy framework our organisation shall either:
  - a. create and fill the role of HR Manager; or
  - b. assign the responsibilities of HR Manager to an existing role; or
  - c. contract out the responsibilities of HR Manager to a competent third party.

5. The role and responsibilities of our HR Manager shall be:
  - a. described in the HR1A1 HR Manager's Job Description to be read in conjunction with this policy; and
  - b. specified in any policy document or policy directive issued from time to time and notified to our HR Manager.
6. Our HR Manager shall be responsible for the rollout of the EZHR System using the HR1A3 EZHR System Rollout Plan.
7. A policy or policy directive shall take effect when it is documented and signed by a director or other person who holds a comparable position.
8. All policies and policy directives shall be reviewed by a director or other person who holds a comparable position at least once every 3 years.
9. The HR Manager shall be responsible:
  - a. for managing policy reviews and may use the form HR1B EZHR System Index and Document Storage Guide as a policy review monitoring tool; and
  - b. for managing document version control ensuring, as a minimum, that every policy document is endorsed with a version date to distinguish it from any earlier version.
10. Every documented policy or policy directive shall be accessible to employees on request to our HR Manager where the policy or policy directive:
  - a. confers responsibilities on employees; or
  - b. accords rights, privileges, or benefits to employees.
11. No employee is obligated to comply with a policy or policy directive adopted by our organisation unless the employee has been duly notified of that policy or policy directive.
12. The onus is on our organisation to ensure that every policy or policy directive that confers responsibilities on employees, or accords rights, privileges, or benefits to employees, is duly notified to employees.
13. The situation where an employee is alleged to have failed or refused to comply with a requirement of a policy or policy directive adopted by our organisation that has been duly notified to the employee shall be dealt with in accordance with our organisation's HR7 Misconduct Management Policy.

Signature: .....  ..... Date: 1 October 2023  
(Fran Gibson, Director)

Next policy review due date: 1 October 2026