



ABSENTEEISM POLICY

Recopak Machinery Pty Ltd

POLICY STATEMENT

The company will ensure fairness and equity in dealing with absenteeism of workers including, employees, contractors and sub-contractors. This will be implemented through educating workers in the attendance standards expected of them, and the procedures to be followed in those cases where a worker is unable to present for work due to legitimate reasons.

AIMS AND OBJECTIVES

The company expects that all workers will be available for work at every time that they are expected or rostered to be. Absenteeism is the situation where a worker is not at work, including late arrival and/or early finishing, taking extended breaks or other temporary absence, or failing to come to work at all. Absenteeism can disrupt or adversely affect our operations, and our aim is the minimisation of these occurrences.

We may employee workers to provide reasonable evidence to support the reasons for their absence, including the requirement to provide a legitimate medical certificate signed by a medical practitioner. We will monitor worker absences to detect those which are becoming frequent absences or forming a pattern. We will discuss these either the worker, and offer assistance as apart of the standard disciplinary process if there is a valid reason for absences.

RESPONSIBILITIES

Management of the company will develop and communicate behavioural standards for workers, and implement procedures for dealing with worker absenteeism. Procedures will be developed for managerial intervention to deal with absenteeism caused by work related factors, and workers will be encouraged to seek suitable assistance and counselling where personal matters are a causative factor.

Workers will be encouraged to limit absenteeism to instances of genuine need, and will be required to advise any absenteeism at the earliest opportunity to minimise workplace disruption cause by their absence. Where applicable, workers will be required to provide valid documentary evidence to support their absences from work.

AUTHORISED BY

Name: Luke Dopper

Signed:

A handwritten signature in black ink, appearing to read "Luke Dopper", written over a light blue horizontal line.

Position: DIRECTOR

Date: 08/01/2020