

HUMAN RESOURCES

A close-up photograph of a bee on a flower branch, overlaid with a blue tint. The bee is positioned in the upper right quadrant, facing left. The flower branch has several buds and small flowers. The background is a soft, out-of-focus blue.

Statement of Policy

creativeterritory
PASSION | INTEGRITY | RESILIENCE

Human Resources Policy

Statement of commitment

Creative Territory Pty Ltd (“Creative Territory”) is committed to fostering a professional, inclusive, safe, and legally compliant working environment that reflects the values and obligations of our consultancy practice. As a specialist provider of stakeholder engagement services in the resources sector, we recognise our responsibilities under:

- The Fair Work Act 2009 (Commonwealth)
- The Work Health and Safety Act 2011 (Commonwealth) and relevant Northern Territory legislation
- The Australian Human Rights Commission Act 1986 (Commonwealth)
- The Privacy Act 1988 (Commonwealth)
- The United Nations Guiding Principles on Business and Human Rights (UNGPs)
- The ILO Declaration on Fundamental Principles and Rights at Work.

Creative Territory upholds the principles of equity, cultural respect, and human dignity in all employment practices. We are committed to continuous improvement in our human resources systems, particularly as they relate to Indigenous partnerships, community engagement, and international operations.

Scope and applicability

This policy applies to all employees, contractors, consultants, and directors engaged by Creative Territory Pty Ltd, whether operating within Australia or internationally. Given the company’s boutique size and agile structure, this policy is designed to be scalable and adaptable to project-based work and remote or field-based operations.

The policy governs all aspects of the employment lifecycle, including but not limited to:

- Recruitment and onboarding
- Employment terms and conditions
- Workplace conduct and performance management
- Health, safety, and wellbeing
- Diversity, equity, and inclusion
- Grievance resolution and disciplinary procedures
- Termination and exit processes

This policy is to be read in conjunction with relevant employment contracts, consultancy agreements and project-specific protocols. Where local laws or international standards differ from Australian legislation, the higher standard shall apply, unless otherwise directed by legal counsel.

Recruitment and selection

Creative Territory is committed to fair, transparent, and merit-based recruitment practices. All recruitment decisions shall be made in accordance with:

- Equal Employment Opportunity principles
- Anti-discrimination legislation under the *Racial Discrimination Act 1975* (Commonwealth) and *Sex Discrimination Act 1984* (Commonwealth)
- Cultural competency and respect for Indigenous knowledge systems.

Vacancies may be filled through direct appointment, referral, or open advertising, depending on project needs and operational capacity. All candidates shall be assessed against documented selection criteria relevant to the role.

Employment conditions

Employment terms shall be governed by individual contracts or consultancy agreements, which will specify:

- Role and responsibilities
- Remuneration and benefits
- Hours of work and flexibility arrangements
- Leave entitlements in accordance with the National Employment Standards (NES)
- Confidentiality and intellectual property obligations

Creative Territory supports flexible work arrangements, including remote work, part-time engagements, and project-based contracts, subject to operational requirements.

Code of conduct

All personnel are expected to uphold the highest standards of professional behaviour, including:

- Respectful communication and collaboration
- Integrity in all dealings with clients, communities, and stakeholders
- Compliance with applicable laws, policies, and ethical standards
- Protection of confidential and culturally sensitive information
- Avoidance of conflicts of interest

Breaches of the Code of Conduct may result in disciplinary action, up to and including termination of engagement.

Work health and safety

Creative Territory is committed to providing a safe and healthy working environment in accordance with:

- The Work Health and Safety Act 2011 (Cth)
- The Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011

All personnel must take reasonable care for their own health and safety and that of others. Specific work health and safety obligations are outlined in the Work Health and Safety Policy.

Diversity, equity and inclusion

Creative Territory values diversity and actively promotes inclusive practices. We are committed to:

- Supporting Aboriginal and Torres Strait Islander employment and leadership
- Ensuring gender equity and accessibility
- Respecting cultural, linguistic, and religious differences
- Preventing discrimination, harassment, and bullying

All personnel are expected to contribute to a workplace culture that is respectful, inclusive, and free from bias.

Grievance resolution

Creative Territory encourages open communication and early resolution of workplace concerns. Grievances may be raised informally or formally and will be handled in accordance with principles of procedural fairness and confidentiality. The grievance process includes:

- Initial discussion with a supervisor or director
- Formal written complaint (if required)
- Investigation and resolution
- Right to external review or mediation (where applicable)
- No employee shall be penalised for raising a genuine grievance.

Disciplinary procedures

Where conduct or performance falls below expected standards, Creative Territory may initiate disciplinary procedures, which may include:

- Verbal or written warnings
- Performance improvement plans
- Suspension or termination of engagement
- All disciplinary actions shall be documented and conducted in accordance with applicable employment law and principles of natural justice.

Termination and exit

Termination of employment or engagement may occur through:

- Resignation
- Completion of contract or project
- Redundancy
- Termination for cause

Upon exit, personnel may be required to participate in an exit interview, return company property, and ensure proper handover of responsibilities. Final entitlements shall be calculated in accordance with the *Fair Work Act 2009 (Commonwealth)* and relevant contract terms.

Policy review and amendment

This policy is effective as at 1 July 2025. It shall be reviewed annually or as required to reflect changes in legislation, operational needs, or strategic direction. Amendments shall be approved by the Director and communicated to all personnel.