

## ***Employment Relations***

**Effective Date:** 20 Sept 2024

**Review Date:** 20 Sept 2025

### **Purpose**

At KFL, we are committed to fair, respectful, and productive employment relationships. This policy ensures that all employees and managers understand their rights and responsibilities under New Zealand's Employment Relations Act 2000, and how we work together in good faith.

### **Policy Statement**

KFL supports fair treatment, open communication, and honest dealings with all employees.

We follow the principles of good faith, including being active, communicative, and responsive.

All employees will have a written employment agreement before starting work.

We respect every employee's right to join or not join a union.

We promote a safe, inclusive, and legally compliant workplace.

### **Procedures**

#### **1. Employment Agreements**

Every employee must sign an individual employment agreement before starting work.

Agreements will include job title, pay rate, hours of work, leave entitlements, and notice periods.

Employees can ask questions and seek advice before signing.

#### **2. Good Faith Requirements**

All staff must act in good faith – being honest, open, and respectful.

KFL will communicate any changes that may affect employees (such as restructures or role changes) as early as possible.

#### **3. Union and Bargaining Rights**

Employees may choose to join a union.

KFL will allow lawful union representatives to visit the site (as long as it doesn't interfere with safety or operations).

If a collective agreement applies, KFL will bargain in good faith with the union.

#### **4. Resolving Issues**

If there is a workplace issue or concern:

Talk to your Supervisor or Manager.

If unresolved, you may raise a formal complaint or personal grievance (within 90 days).

We will offer mediation as a first step to resolving disputes.

You may bring a support person or union representative at any stage.

## 5. Termination and Trial Periods

Trial periods (up to 90 days) may be used for new employees only if KFL has fewer than 20 staff and it is stated in the agreement.

Terminations will follow a fair and reasonable process with proper notice and communication.

## Responsibilities

Role	Responsibility
Managers	Ensure compliance, communicate clearly, and act in good faith.
Employees	Follow KFL policies and raise concerns promptly.
HR/Admin	Keep accurate employment records and assist with agreements.

## Related Policies

- Code of Conduct
- Health & Safety Policy
- Complaints & Disputes Procedure