

# Human Resources Policy

**Sunnyfield is committed to achieving its core purpose and values through the delivery of quality and value for money support services for people with a disability. We will accomplish this by recruiting, re-training and developing the best people available.**

- Sunnyfield places the work health and safety of people as paramount, and achieves this by adopting best practice in workplace, health and safety management.
- All staff are selected, and recruited into the organisation, based on their values, attitude, skill, competency and aptitude. Sunnyfield's culture is reflective of its core purpose and values.
- The employment relationship is based on trust, respect, fairness and equality of opportunity.
- Management philosophies and practices promote motivation and retention of best staff.
- Sunnyfield supports workplace diversity, recognising the value of differences and managing them in the workplace. Diversity covers gender, age, ethnicity, cultural background, sexual orientation and religious belief. Diversity also encompasses differences between individuals in educational level, life experience, work experience, socio-economic background and personality.
- Staff are supported by Managers to clearly understand their role and objectives, and to perform.
- There is zero tolerance of discrimination, bullying or harassment of staff, contractors or volunteers.
- All staff and employees are trained and supported to carry out their role competently.
- Mechanisms are in place for all staff to identify and work towards personal and professional goals.
- Rewards are designed to motivate staff to work towards the achievement of key goals.
- Communication between management, staff and employee representatives and individuals are mutually accepted as open, honest and informative.
- All sections of the organisation will conduct their activities in a manner consistent with the philosophy of active support and person-centred practices for people with disability.

The Human Resources Department provides information on processes, policies and procedures, professional advice and practical support in employment matters to all levels of Sunnyfield. Individual Managers are responsible for ensuring that this policy is applied within their work area.



**Caroline Cuddihy**  
*Chief Executive Officer*