



HUMAN RESOURCES AND WORKPLACE PRACTICES POLICY

At Heron, our core values provide the guiding principles for the respectful treatment of our people. Heron is committed to using personnel management practices based on objectivity and fairness, and recognise that engagement with our people is critical, as they are the key to our success.

Heron's values aim to constantly improve our working environment, with a focus on attaining the best outcomes from, and for our people. Heron is therefore committed to developing policies, standards and procedures that recognise the integral role that our people play in the success of the business.

Heron is committed to fair employment practices and maintaining a workplace in which all individuals are treated with dignity and respect, irrespective of race, culture or gender. Heron believes in the importance of developing our human capital. Heron is proud of our diverse workforce, and strives to attract a broad range of people from available labour markets. This approach reflects our philosophy of equal opportunity and rests on the belief that a diverse workgroup gives a competitive advantage to our business, and allows Heron to create a strong internal culture.

The core principles of the personnel management practices at Heron are demonstrated through:

- Promoting behaviours that reflect the Company's values;
- Recruiting only the right person for a position and disregarding any other factor(s) not relevant to their competence and ability to perform the role including but not limited to race, gender, age, marital status, disability, sexual orientation, nationality, political or religious beliefs;
- Working towards achieving a culture throughout the organisation that encourages our people to contribute to the best of their ability and be recognised for their contribution;
- Applying policies, standards and procedures in a fair, consistent and equitable manner regardless of position in the organisation;
- Building and maintaining a safe and healthy work environment by taking action against inappropriate workplace behaviour, including discrimination, harassment, bullying, victimisation and vilification;
- Providing training and development opportunities to enhance the skills, knowledge and experience that supports the business and career advancement;
- Ensuring that our standards and procedures address specific barriers to groups of people, by developing flexible work practices to best align the differing needs of our people and our business;
- Ensuring that the appropriate mechanisms are in place for dealing with grievances in a timely and fair manner; and
- Operating in compliance with the relevant equal opportunity and anti-discrimination legislation.

Wayne Taylor
Managing Director
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