

# EMPLOYMENT POLICY

TLC. Hygiene Matters is an equal opportunity employer, we support the local communities that we work in, we utilise local employment agencies to recruit Australian Indigenous and Torres Strait Islander peoples and we train and develop the successful candidates into quality team members with clear goals to achieve their career pathway within our business.

- Our company culture is important to us and as a multicultural business we understand that every area we work in has different demographic needs, we employ workers from different backgrounds and ethnicities and believe that this strengthens the unity of our team and their cultural understanding within their communities
- Always provide a safe and happy working environment for our team with a ZERO HARM mentality, providing the right tools and knowledge to carry out their work safely and to a high standard for our customers
- All promotions within the company are to be offered to our current employees as part of their career pathways advancement
- Our management team are focused on continuous improvement for all our team members to ensure their training and skill levels continue to grow
- Always encourage open communication and feedback at all levels of the business creating trust, loyalty, and integrity amongst all our team members
- Be understanding and compassionate regarding our team and family matters that arise from time to time, it's the right thing to do
- Be known as a great company to work for, that provides team members with opportunities to grow personally and professionally enabling them to become self-sufficient, find the best in themselves and contribute to a better life for everyone

Tom Rotumah  
Company Director  
TLC. Hygiene Matters

**Date:** January 2022 / **Review date:** January 2024