



HUMAN RESOURCES POLICY

At DNA Electrical we regard our personnel as the most valuable resource and maintain the need for ongoing training for our team members and the provision of an interactive workplace where our personnel are respected and valued.

Our organisation works with its employees to provide;

- Clear, documented job specific roles, responsibilities and delegations,
- Safe documented systems of work,
- An identification of training requirements and competency standards,
- In house and external training as required for the job,
- An annual review of competencies.

Records of all employee activities relevant to statutory requirements and the quality management system shall be kept.

The following documents and systems provide for the implementation of this policy.

- Roles, Responsibilities and Delegations
- Individual Job Descriptions
- Induction, Training and Competencies
- Training and Competency Planning

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Authorised by:

David Mears
Executive Director

Stephen Christie
Executive Director