



## **FOOTSCRAY HOCKEY CLUB STAFF POLICY**

**Date approved:** 1<sup>st</sup> December 2016  
**Written and approved:** Footscray Hockey Club Board  
**Review date:** Policy to be reviewed annually

FHC is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

FHC will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions.

FHC will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position. We are committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect FHC's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

FHC will form an interview or appointment panel consisting of at least 2 board members for remunerated positions. The panel is responsible for selecting eligible applicants, interviewing and appointing the successful applicant.

Our club is committed to inducting all new employees into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent. Induction information such as, emergency procedures, open and lock up procedures, canteen operating procedures, cleaning procedures, health and safety procedures, RSA procedures etc. will be presented.