

# Employment Recruitment and Requirements Policy

In Balance Physiotherapy and Fitness (IBPF) recruitment is through informal and formal processes as required. IBF maintains high employee flexibility in terms of arrangements and working hours.

IBPF advocates advancing equality of opportunity, community participation and quality of life for all people. This particularly applies to employment options. IBPF has a team approach to finding solutions from a functional perspective for both our clients and our employees.

IBPF's vision is that our organisation will offer a supportive workplace fostering growth and development of all employees. IBPF business/strategic plans and human resource plans reflect our key principles for all employees of:

- Empowerment;
- Enhancement of skills and knowledge;
- Honesty;
- Openness;
- Respect;
- Trust;
- Family focused;
- Healthy lifestyle;
- Flexible employment options;
- Teamwork;
- Protection of Human Rights and Freedom from Abuse and Neglect.

IBPF requires that all employees abide by the IBPF Code of Conduct.

All IBPF procedures and actions uphold principles of fairness, equity, transparency and consistency for current and prospective employees.

IBPF will employ professionals who have the skills, qualifications and vision to meet the innovative needs of IBPF. Vacant positions will be advertised seeking expressions of interests. Short-listed applicants will be offered an interview based on their written application and their ability to address the selection criteria and relevant clinical experience. Interviews will be conducted by the Director and Division Leader in an appropriate setting with set behavioural interview questions. The applicant that best meets the selection criteria for the position will be offered the position and notified in writing.

Interested people can directly register their interest in joining the Team at IBPF, via the IBPF website. Suitable expressions of interest are added to IBPF's pool of potential employees, and contacted when a position becomes available.

Employees are provided with a contractual document to be read and signed before employment commences. All employees will be employed on an initial three month probationary contract. This contract stipulates all employment guidelines and compliance requirements based on these policies to ensure employees are aware and compliant with the minimum standards.

Minimum requirements and evidence of these is required to be provided prior to commencing employment and then annually for the duration of employment. A copy is stored on the employee's records in HR Cloud.

Requirements prior to Commencement:

- Professional Indemnity Insurance;
- Professional membership;
- Registration (Physiotherapy and Occupational Therapy);
- Working with Children Check; and
- National Police Clearance (5 year validity range).

Where a criminal conviction has been recorded against the person, the Director will have made a formal determination about the person's suitability as an employee and a copy of the determination will be recorded and followed.

Employees will all be assigned a team coordinator. Employees will complete an induction with the guidance of the director and team coordinator including but not limited to training in Occupational Health and Safety and Emergency Procedures.

Employee documents are stored on HR Cloud, and managed by IBPF Administration Staff who ensure that documents are always valid. Any paper-based employee documents will be stored in a locked filing cabinet accessible to Director and Senior Administration Person.

Date Review Completed: June 2019

Due for Review: June 2020