

Policy Name:	Team & Toolbox Meeting Attendance
Policy Number:	3.08
Date:	February 2023

POLICY STATEMENT:

JC Steele is committed to the ongoing continuous improvement of its processes, procedures, business development and operations, safety awareness and industry updates. We are also committed to open and transparent communication with all employees to ensure our customers receive excellent service and that our employees are working in a safe environment where they have the information they need to execute their jobs to the standards required by the business. In order to achieve this JC Steele hosts regular meetings including weekly manager's meetings, monthly toolbox and OH&S meetings, ad hoc staff meetings, and one-on-one employee meetings.

PROCEDURES:

- a. As required, employees are invited personally or via email or phone to appropriate meetings. These meeting invitations should always be accepted or agreed to as a priority. If an employee knows in advance that they will be unable to attend a meeting they need to notify the meeting facilitator.
- b. All employees are expected to participate and contribute in meetings that they are invited to attend. All employees are asked to behave in a professional manner in meetings, including turning off mobile phones, listening when others are speaking and voicing their opinions and contributions when appropriate to do so.
- c. All information and directions provided in meetings should be considered as management directions and are expected to be followed.
- d. In the event that a meeting is missed for whatever reason, it is the responsibility of the person who missed the meeting to find out any relevant information that they missed out on. They should speak with the meeting facilitator or management or refer to the minutes of the meeting (if any). Missing a meeting where important information is shared is not an acceptable excuse for failing to know that information upon returning to the workplace.
- e. If any employees feel there are critical topics or areas that need to be discussed or covered in an upcoming meeting, they should express this to their direct manager in the first instance. The request will be considered, and a decision will be made in regard to its relevance for inclusion within a meeting.