



PEOPLE & CULTURE POLICY

The purpose of this policy is to outline the way we will treat people within SALAA and Little Athletics.

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PEOPLE & CULTURE POLICY

Table of Contents

People & Culture Policy Foundation	2
Purpose	2
Scope	2
Intended Users.....	2
1. People & Culture Policy Commitment and Expectations	3
2. People & Culture Policy Detail.....	6
2.1 Commitment Statement.....	6
2.2 SALAA Recruitment & Retention	6
2.3 Professional Conduct.....	7
3. Resources and Reference Material	8
4. Definitions	9

PEOPLE & CULTURE POLICY

People & Culture Policy Foundation

Purpose The purpose of this policy is to outline the way we will treat people within SALAA and Little Athletics.

Scope **In Scope** of this document is SALAA Employees and Volunteers in respect to:

- Recruitment and retention.
 - Professional conduct expectations and standards.
 - Professional development.
 - Recognition.
 - Internal management of SALAA Employees.
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Intended Users Intended users of the People & Culture Policy are:

- SALAA Board, Management Team, Employees, Contractors and Volunteers.
 - Affiliated Club Committees, and Volunteers.
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PEOPLE & CULTURE POLICY

1. People & Culture Policy Commitment and Expectations

Principles

We aim to enhance our culture, work and sporting environment, systems, and processes to ensure we:

- Comply with all relevant legislation, policies, procedures, agreements, and other relevant requirements.
 - Do the right thing by people by being open, honest, and respectful by acting with integrity.
 - Be equitable in our approach by supporting flexibility, inclusiveness, and diversity in our effort to ensure that all people feel valued for their contributions.
 - Reward and recognise behaviour and achievement that advances the sport.
 - Support and develop a work and sporting environment that encourages people to be their best.
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PEOPLE & CULTURE POLICY

Responsibilities and Accountabilities

The responsibilities and accountabilities are as follows:

SALAA Board is accountable and responsible for the oversight of:

- Providing strategic direction and leadership to foster positive organisational culture.
- Providing resources to support the maintenance and updating of standards and processes.
- Actively participate in the recruitment, hiring and performance management of the CEO.

Chief Executive Officer (CEO) is accountable and responsible for:

- Employee engagement, Employee well-being and organisational culture.
- Day-to-day management of SALAA Employees.
- Ensuring all strategies for recruitment, retention and Employee management are carried out.
- Planning and developing improved Employee capabilities, skills, and knowledge.
- Driving the Volunteer management strategy to ensure a robust system is implemented.

SALAA Employees & Volunteers are responsible for:

- Complying and maintaining SALAA's standards and expectations whilst performing their roles and responsibilities within SALAA.
- Supporting Affiliated Clubs and their Volunteers to adopt, implement and comply with SALAA's policies.

Affiliated Club Committees are responsible for:

- Adopting, implementing, and complying with the policy and directives set by SALAA.

Other Intended Users are:

- To be aware of and comply with the policy.

PEOPLE & CULTURE POLICY

Club Expectations All Affiliated Clubs must comply with the principles and standards (where relevant) contained within this policy document. The Club Specific Policy Template developed from this policy must be adopted and endorsed by each Club.

PEOPLE & CULTURE POLICY

2. People & Culture Policy Detail

2.1 Commitment Statement

SALAA's Commitment statement

SALAA considers that the people involved in Little Athletics are our number one priority. We believe in developing and supporting people and fostering a work and sporting environment where innovation, collaboration and performance prosper. We value and uphold human and workplace rights.

2.2 SALAA Recruitment & Retention

Building a supportive culture

Building a supportive culture creates a great place to be. We aim to make the sport of Little Athletics a place where everyone can be themselves, are engaged and part of a supportive team. We want to provide a flexible, safe, and transparent place where people aim to be the best they can. Building strong and healthy relationships with our colleagues and leaders, performing with enthusiasm, and striving for excellence leads to the overall success of SALAA and the sport.

Recruitment

We will recruit the right people for the right positions. We apply ethical and transparent recruitment and selection processes to ensure that a diverse range of quality applicants apply for both paid and voluntary vacancies and the best of those applicants are sourced internally, promoted, or employed externally. We are an Equal Opportunity Employer. A standard, consistent, and transparent approach to the recruitment and selection of candidates will be applied at all times.

Retention

SALAA understand the importance of retaining the talented Members of our teams. Personal satisfaction and engagement are key to maintaining that relationship and we aim to match personal goals with those of SALAA, to meet both parties mutual interests. We will implement a range of strategies to increase Employee retention.

PEOPLE & CULTURE POLICY

Development

Given people are our strongest asset we understand the need to continually develop their capability. Our aim is to improve, enhance, refine, and hone existing skills, and to also develop new ones, in support of SALAA's goals.

2.3 Professional Conduct

Recognition and Reward

Acknowledgement and appreciation of people's efforts, their behaviors and their impact on the team is fundamental to creating the culture we strive for. Recognition and reward of those efforts, results or behaviours will form an important part of how we operate SALAA and our sport.

Standards and expectations

SALAA will document all standards and expectations for managing people with our procedural, standards and guidelines Framework. These will be reviewed and continuously improved to maintain our standards of excellence.

Working Arrangements

We will support flexible working arrangements for our Employees to support them in achieving a genuine work life balance and to ensure our Employees remain satisfied, motivated, and productive. There are many kinds of flexible arrangements including changing hours of work, job sharing and working from home. The key is to find the arrangement that mutually benefits the Employee and SALAA.

Code of Conduct

Everyone with SALAA is expected to adhere to the Code of Conduct. This is fundamental to our values and principles.

PEOPLE & CULTURE POLICY

3. Resources and Reference Material

Club Specific Policy Template	A template provided for Clubs to adopt, based on the content of SALAA's corresponding policy.
Code of Conduct	Outlines the accountabilities and responsibilities for all Stakeholders within Little Athletics SA in behavioural expectations. Should be adapted and adopted by all Clubs.
Complaint Handling and Dispute Resolution Procedure	The Complaint Handling and Dispute Resolution Procedure provides the steps to be taken to deal with any grievance or complaint referred to SALAA.
Employee Handbook	TBC
Legal Register	The Legal Register details legislation that SALAA has to be compliant with due to the activities it carries out. Refer to the Legal Register for legislative reference for this policy.
Recruitment standard	TBC
SALAA Awards	TBC
Working Arrangements	TBC

PEOPLE & CULTURE POLICY

4. Definitions

Affiliation	The definition of affiliation is the act of connecting or associating with a person or organisation.
Equal Opportunity Employer	An employer who is offers opportunities for employment based on merit and without discrimination.
Framework	A system of rules, ideas, or beliefs that is used to plan or decide something.
Our Community	Our Community is a person or persons with a direct or indirect association with SALAA, an associated Club or the sport of Little Athletics