

## PASTORAL CARE

ConvaTech is a company in which the rights and responsibilities of all employees are guaranteed. Pastoral Care at ConvaTech is vitally concerned with fostering the overall wellbeing of all employees. It also contributes to employees recognising that their fundamental rights are reciprocated by responsibilities.

Our Pastoral Care Policy seeks to create an environment that is conducive to work. The development of this approach is underpinned by co-operative negotiation between ConvaTech's management team, employees and families. Everyone at ConvaTech is involved in pastoral care. A commitment to partnership and shared responsibility amongst management, employees and employee's family members and/or support networks is an integral feature of pastoral care at ConvaTech.

ConvaTech seeks to establish, develop and manage a work environment in which all employees understand and respect individual rights and responsibilities. For the majority of employees, the family unit and ConvaTech are amongst the most important influences in their lives. It is therefore essential that a relationship of trust, mutual respect, cooperation and partnership develops between the Company and family members, and that at all times, ConvaTech maintains respect for and sensitivity to diverse values and family structures.

Employees are encouraged to take responsibility for their own behaviour and personal circumstances. While our pastoral care policy respects the privacy of employee's lives, some employee's and their families actively seek the Company's support in times of crisis and instability. Within the limits of its resources and expertise, ConvaTech is committed to the well being of the employee and endeavours to provide this assistance. This is supported through our Employee Assistance Program and, where necessary and appropriate, the Company may engage external support providers.

Where it is noted that personal issues are impacting on an employee's ability to work, the same support will be offered. In certain circumstances if it is believed that these issues have the potential to present a threat to the health and safety of the individual and/or other employees or the business operations of the Company, ConvaTech may put enforced measures in place to address these problems. In such circumstances the Company will continue to offer all the support and assistance that it can to the employee.

ConvaTech aims to develop an achievement orientated work environment in which all employees have the support and opportunities needed to grow both professionally and personally. Furthermore, ConvaTech understands and respects the impact that we have on employee's lives and the contribution that all employee's make to our overall business success and as such will do everything possible to ensure that the employment relationship is mutually beneficial. All employees are encouraged to speak to their manager if they are having personal issues that are impacting on their work and/or life.

The Company has a commitment to review our approach to pastoral care reflecting changing needs in regards to circumstances that impact upon employees and acknowledging other relevant policies and our legal duty of care obligations to all employees.



**Craig Philpotts**  
**Company Director**

### **New South Wales**

PO Box 126, HRMC NSW 2310  
3-7 Ironbark Close, Warabrook NSW 2304  
P: 02 4935 0200 F: 02 4968 4936  
E: info@convatech.com.au

### **Western Australia**

Unit 1/61 Mulgool Road, Malaga WA 6090  
P: 08 9203 1111 F: 08 9249 4606

### **Queensland**

PO Box 8, Mackay QLD 4740  
25-29 Interlink Court, Mackay QLD 4740  
P: 07 4953 9100 F: 07 4952 1346