



TEAMWORK POLICY AND PROCEDURES

Purpose

The purpose of this Teamwork Policy and Procedures document is to establish clear expectations for collaborative work at Trendie. It aims to foster a culture of mutual respect, effective communication, and shared responsibility, ensuring that teams work cohesively to achieve organisational goals. This policy outlines the principles of effective teamwork, the roles and responsibilities of team members, and the procedures to be followed to promote a collaborative working environment.

Scope

This policy applies to all Trendie employees, including full-time, part-time, temporary, and contract staff. It governs all team-based activities within the organisation, whether in-person or virtual, and covers interactions with internal teams, cross-departmental collaborations, and external partners.

Principles of Effective Teamwork

- **Collaboration:**

Employees are expected to actively contribute to team efforts, sharing knowledge, skills, and resources to achieve common objectives. Collaborative efforts should focus on utilising the diverse strengths of team members.

- **Communication:**

Clear, open, and respectful communication is vital for effective teamwork. Team members should express their ideas, listen to others, and provide constructive feedback to facilitate a free exchange of information.

- **Respect and Inclusivity:**

All team members should be treated with respect, valuing diverse perspectives and contributions. An inclusive environment encourages participation from all members, recognising the value of different backgrounds, experiences, and ideas.



- **Accountability and Responsibility:**

Team members are accountable for their contributions and should take ownership of their tasks. They are responsible for meeting deadlines, delivering quality work, and supporting the team's overall success.

- **Conflict Resolution:**

Differences in opinions and ideas are expected in team settings. Employees should approach conflicts constructively, seeking to resolve disagreements through open dialogue and mutual understanding.

- **Compliance with Legislation and Regulations:**

Teamwork activities must comply with Australian laws and regulations, including the Fair Work Act 2009, the Work Health and Safety Act 2011, and anti-discrimination legislation. All team interactions should align with these legal requirements, ensuring a fair, safe, and respectful work environment.

Responsibilities

- **Employees:**

All employees are responsible for understanding and adhering to this policy. They are expected to actively engage in team activities, communicate effectively, and contribute positively to the team dynamic. Employees should report any issues related to teamwork, such as conflicts or non-compliance with this policy, to their manager or the HR department.

- **Team Leaders/Managers:**

Team leaders and managers are responsible for fostering a supportive team environment. They should facilitate open communication, encourage collaboration, and address any team-related issues promptly. Managers must ensure that team activities comply with relevant legislation and organisational policies.

- **HR Department:**

The HR department is responsible for providing guidance and support to teams, facilitating training on effective teamwork, and addressing any reported issues. HR will also ensure compliance with Australian employment laws and regulations related to team activities.



Procedures for Teamwork Implementation

- **Team Formation and Roles:**
 - **Team Formation:** Teams will be formed based on project needs, with consideration given to the skills, experience, and diversity of team members.
 - **Role Definition:** Each team member's role and responsibilities will be clearly defined at the outset of the project. This includes outlining specific tasks, deadlines, and expectations for collaboration.
- **Team Meetings and Communication:**
 - **Regular Meetings:** Teams should hold regular meetings to discuss progress, share updates, and address any challenges. Meeting agendas should be prepared in advance to ensure focused discussions.
 - **Communication Channels:** Teams should establish preferred communication channels (e.g., email, instant messaging, video conferencing) to facilitate effective information sharing. All communication should be respectful and professional.
- **Collaboration Tools:**
 - **Utilisation of Tools:** Teams are encouraged to use collaboration tools and software (e.g., project management platforms, shared documents) to streamline workflows and enhance productivity.
 - **Training:** Training will be provided on the use of collaboration tools to ensure all team members are proficient in their use.
- **Conflict Resolution:**
 - **Addressing Conflicts:** Team members should attempt to resolve conflicts through open dialogue and mutual respect. If a conflict cannot be resolved internally, it should be escalated to the team leader or HR department.
 - **Mediation:** The HR department may facilitate mediation sessions to assist in resolving complex conflicts. All parties involved will be given an opportunity to express their perspectives.



- **Performance and Feedback:**
 - **Performance Monitoring:** Team leaders will monitor team performance against set objectives and provide regular feedback to team members.
 - **Feedback Sessions:** Structured feedback sessions will be conducted to discuss team progress, address any issues, and identify areas for improvement. Constructive feedback should be provided in a supportive manner.
- **Training and Development:**
 - **Teamwork Training:** Training on effective teamwork, communication, and conflict resolution will be provided to all employees. This training will include an understanding of relevant Australian workplace legislation.
 - **Continuous Development:** Ongoing development opportunities, such as workshops and team-building activities, will be offered to enhance team skills and foster a collaborative culture.

Compliance and Enforcement

Trendie is committed to upholding this Teamwork Policy and Procedures. Compliance with this policy is mandatory, and any breach may result in disciplinary action. This includes failure to participate in team activities, poor communication, disrespectful behaviour, or non-compliance with Australian laws and regulations.

Procedures for Handling Violations

- **Reporting:**
 - Employees who become aware of a breach of this policy must report it immediately to their manager or the HR department. Reports can be made confidentially and without fear of retaliation.
- **Investigation:**
 - The HR department will conduct a thorough investigation into reported breaches, ensuring fairness and confidentiality throughout the process.
- **Disciplinary Action:**
 - If a violation is confirmed, appropriate disciplinary action will be taken, ranging from counselling to formal warnings or termination, depending on the severity of the breach.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia

1300 TRENDIE (1300 873 634)

info@trendie.com.au

www.trendie.com.au





- **Appeals:**

- Employees have the right to appeal any disciplinary action. Appeals must be submitted in writing to the HR department, outlining the grounds for the appeal.

Review and Updates

This Teamwork Policy and Procedures document will be reviewed annually to ensure it remains effective and aligned with current best practices and legislative requirements. Any updates or changes will be communicated to all employees.

Implementation

All new employees will receive training on the Teamwork Policy and Procedures as part of their induction process. Existing employees will participate in annual refresher training to ensure continued compliance and understanding of teamwork best practices.