

Information Resource Sheet No.7

MODEL HUMAN RESOURCE PRINCIPLES FOR A WORKPLACE EMPLOYING THE CARER OF A PERSON WITH A LIFE- THREATENING ILLNESS.

Strategy coordination

The HR manager will coordinate a strategy for managing an overall approach to the production, occupational health and safety, health promoting, and human resource management issues for the employed carer, employees and the work organisation. This strategy will be consistent with 'Human Resource guidelines for managing an employed carer of a person with a life-threatening illness'.

Consultation

Consultation with the employed carer is an important human resource principle. Management will appoint, in consultation with the employed carer, a support person for that person to assist them in contributing to the consultative process. The support person will be offered access to a counsellor to assist them in this task, and resources to meet with the carer and management, as the situation requires.

Confidentiality

Confidentiality is another important human resource principle. The employed carer will be encouraged to determine information about their situation that needs to be kept confidential. All staff will be encouraged to honour this intention.

Information, training and openness

Management will provide information and training about the needs of an employed carer for a person with a life-threatening illness, and an opportunity for staff to discuss their concerns and ideas.

Every endeavour will be made to answer employees' questions about the needs of the carer, and its implications for the business, work roles and work relations, and the health and well being of all staff.

Management will develop an information strategy for informing the workforce about the provisions of the HR guidelines for the workplace's response to issues arising from employing a carer of a person with a life-threatening illness.

Integration with existing company policies and procedures

Existing policies and procedures will be accessed as appropriate to support managers and staff to deal with issues arising from the employment of a carer of a person with a life-threatening illness.