

People & Talent Policy

Document Control

Metadata

FIELD	DETAILS
Document ID	CLE_00-00_POL_003
Template ID	CLE_00-00_TEMP_001A
Document Title	People & Talent Policy
Revision	B
Review Frequency	36 Months
Classification	None
Distribution	Public

Approvals

	APPROVED BY
Print Name	Clyne Albertelli
Date	Mar 31 2025
Signature	

Revision History

VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGES	AFFECTED SECTIONS	REASON FOR REVISION
A	07/03/2025	C Albertelli	Initial document creation.	Whole Document	Create Initial Document
B	31/03/2025	C Albertelli	Changed commitments due to error in title.	Commitments	Error Correction

People & Talent Policy

At **Co-Lab Engineering**, we recognise that our people are our greatest asset. We are committed to fostering a workplace that promotes excellence, development, and well-being while ensuring transparency and accountability in managing our human capital. Our approach aligns with **ISO 30414:2018**, supporting sustainable growth and operational success.

Commitment to People & Talent

- **Workforce Planning & Recruitment:** We implement strategic workforce planning to attract, develop, and retain top talent while ensuring a fair, inclusive, and merit-based hiring process.
- **Learning & Development:** We invest in ongoing training, career development, and leadership programs to enhance employee skills and support professional progression.
- **Diversity, Equity & Inclusion (DEI):** We champion a diverse, inclusive workplace that values equal opportunities and respects individual differences.
- **Leadership & Ethical Conduct:** We uphold strong corporate values, ethical leadership, and a culture of integrity, ensuring employees understand and adhere to our code of conduct.
- **Workforce Productivity & Performance:** We track and evaluate employee performance using fair and transparent metrics, aligning individual contributions with business objectives.

Implementation & Accountability

Management is responsible for implementing and maintaining this policy, while all employees are expected to contribute to a positive, ethical, and high-performing workplace culture.

This policy is reviewed periodically to ensure it remains relevant, effective, and aligned with business needs and industry best practices.

For and on behalf of **Co-Lab Engineering**,



Clyne Albertelli
Managing Director

Document Details

Title CLE_00-00_POL_003_B People & Talent Policy PUBLISHED.pdf
File Name CLE_00-00_POL_003_B People & Talent Policy PUBLISHED.pdf
Document ID 535cb33a9a22404680c6295b5396cec7
Fingerprint 949bc42ce7cc6fc8602bbad21ec8243d
Status Completed

Document History

Document Created	Document Created by Clyne Albertelli (clyne@co-lab.engineering) Fingerprint: fd30f93ddffa1a7f2aa433e6b1c1ef6a	Mar 31 2025 02:49PM UTC
Document Signed	Document Signed by Clyne Albertelli (clyne@co-lab.engineering) IP: 81.149.136.207 	Mar 31 2025 02:49PM UTC
Document Completed	This document has been completed. Fingerprint: 949bc42ce7cc6fc8602bbad21ec8243d	Mar 31 2025 02:49PM UTC