

EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY



Introduction This policy applies to all relationships within the Company, including those with Employees, trainees, clients, contractors and other visitors.

It is Company policy to provide an environment:

- that is free from all discriminatory behaviours and practices
- in which Employees can achieve and maintain equality of employment
- that is conducive to Employees reaching their full potential
- which values diversity and individual differences.

Equal Employment Opportunity

Equal Employment Opportunity (EEO) means treating all people fairly and ensuring that employment policies, practices and decisions are based on principles of merit, such as:

- demonstrated skills,
- competence,
- potential,
- qualifications,
- ability,
- performance.

Discrimination Discrimination will not be tolerated at the Company.

Discrimination is covered by both state and federal legislation and refers to any unfair treatment on the basis of:

- gender,
- pregnancy or breastfeeding
- race or colour,
- nationality, national extraction or social origin,
- marital, parental, family or carer status,
- physical or mental disability,
- sexual preference,
- transgender,
- lawful sexual activity,
- age,
- physical features,
- political opinion,
- religious belief,
- trade union membership or participation in union activity,
- irrelevant criminal or medical record
- association with anyone holding any of the above attributes.

Discrimination can be either:

- direct, or
- indirect.

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Direct discrimination

Direct discrimination occurs when a person or group of people with a particular characteristic from the discrimination list is treated differently and unfairly disadvantaged from other person(s) or groups without that characteristic. This may be through exclusion or preference.

For example:

Company X has a policy that it will not hire people with disabilities to work in a certain area of the organisation. The employer may be directly discriminating against those with a disability by limiting the offer of employment.

Indirect discrimination

Indirect discrimination occurs when a policy or practice, which appears neutral, results in a particular person or groups of people being unfairly disadvantaged.

For example:

Company Y has a practice of basing management promotion opportunities on length of service, which may discriminate indirectly against women as they are less likely as a group to have been in management for long periods of time.

Employee Responsibility

All Employees have a responsibility:

- to abide by the ATTAR EEO and Discrimination Policy
- not to conduct or participate in any behaviour that is of a discriminatory nature
- to set a personal example through their own conduct at work
- to notify Management if they observe any example of discrimination being displayed in the workplace.

Management Responsibility

The Company's Management have a responsibility to:

- support the development and implementation of preventative measures
- take immediate corrective action if discriminatory behaviour is observed in the workplace, without waiting for a complaint to be made
- communicate the ATTAR EEO and Discrimination Policy to all Employees and ensure that they are familiar with its contents.

Dealing with Discrimination Issues/Complaints

Employees have a range of informal and formal options available to address a discrimination issue. Employees who wish to discuss or receive assistance with a discrimination complaint are encouraged to approach the Company's Management.

Where a complaint of alleged discrimination is brought to Company's attention, the complaint will be addressed as early as possible in accordance with the Company Grievance Resolution Procedure.

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Vexatious Complaints	Vexatious or malicious complaints, (complaints made in bad faith, without genuinely believing the complaint to be true) will not be tolerated.
Victimisation	No Employees may be threatened, victimised or disadvantaged as a result of: <ul style="list-style-type: none">• making or intending to make a discrimination complaint,• providing information as a witness,• supporting a complainant.
Disciplinary Action	If a claim of discrimination is substantiated, the Company will consider the matter and initiate disciplinary action in line with the circumstances of the individual case, up to and including termination of employment, exclusive of any civil remedy or criminal penalty that might be pursued if appropriate.
Discriminatory Policies, Procedures or Practices	Where it has been identified that a policy, procedure or practice may be discriminatory, it will be reviewed and updated as appropriate.
Procedures	Refer to the ATTAR Grievance Resolution Procedure