

## **DISCRIMINATION POLICY**

The Company is committed to providing a workplace free of all forms of discrimination. It is an employee's right to be treated with dignity and respect and it is also the employee's responsibility to treat others the same way.

The Company is committed to meeting its legislative obligations relating to discrimination and will take all reasonable, practicable steps to provide and maintain a working environment free from behaviours and actions that may be discriminatory.

An internal grievance resolution process assists employees to raise issues of concern, and all complaints will be treated confidentially, seriously and sympathetically. No employee shall be penalised or disadvantaged as a result of raising any genuine concern or complaint.

This policy applies to all activities, and all those involved in those activities, including employees, contractors, customers and visitors, that take place on work premises and elsewhere where activities are undertaken in the course of employment, or at work-related activities, such as social functions.

Relevant and appropriate disciplinary action will be taken against anyone found to have breached this policy.

### **Discrimination**

Discrimination occurs when a person is treated less favourably than another person as a result of that person's individual characteristics or because that person belongs to a particular group.

Discrimination on the basis of any the following characteristics is unlawful:

- race (including colour, nationality, religion, ethnic or ethno-religious origin);
- sex (including marital status, pregnancy or potential pregnancy, or breastfeeding);
- sexuality (including sexual preference, transgender status or homosexuality);
- disability (including physical, psychiatric or intellectual disabilities);
- age;
- illness or injury, and
- parental status or responsibilities as a carer.

No employee is to engage in discriminatory conduct in relation to their treatment of other employees, contractors, customers and visitors (including members of the public).

Discrimination can be either direct or indirect.

### **What to do if you have a complaint**

The Company aims to resolve all complaints about discrimination which may arise at the workplace. The Company can only do this if employees tell us about their complaints.

The Company aims to treat all such complaints seriously, quickly and as confidentially as is reasonably possible.

If you think you are being unlawfully discriminated against, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop. If you do not feel that you can do this, or it doesn't work, you should talk to your manager, Human Resources or Daniel Chalmers - Managing Director.

Your manager, Human Resources or Daniel Chalmers - Managing Director may be contacted at any time to discuss any complaint or enquiry. You may approach them for general advice or to discuss any issue.

Human Resources may also investigate complaints. Depending on your wishes and also on the nature of the complaint, it might be appropriate for the Company to make a formal determination about what has happened, and to make a decision about what the consequences should be.

### **Conduct that breaches this policy**

Conduct that breaches this policy is unacceptable and, depending on the severity and circumstances, may lead to disciplinary action, regardless of the seniority of the particular employee(s) involved.

The Company shall take appropriate disciplinary action against any employee who is responsible for, or engages in, any form of unlawful discrimination.

Disciplinary action may include one or more of the following:

- demotion;
- a requirement to provide a written or verbal apology;
- a formal warning;
- a requirement to attend training or counselling; and
- dismissal.

If you have any questions in relation to this policy please contact Daniel Chalmers - Managing Director.

### **Approved by**

Signature:  \_\_\_\_\_

Full Name: Daniel Chalmers

Date: 28 July 2020