

Equal Opportunity Policy for Employees

The Company is an equal opportunities employer. The Company is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic society, where people feel they are respected and valued, and can achieve their full potential.

The aim of this policy is

- To ensure that all job applicants, contract workers and employees will receive equal treatment
- Regardless of sex, sexual orientation, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability ('the protected characteristics')
- To ensure that opportunities for employment, training, promotion and transfer are equally open to all employees
- To ensure that discrimination of a job applicant, contract worker or employee based on their association with someone with a protected characteristic or based on perception will not be tolerated
- To prevent harassment or bullying in the workplace. Harassment is particular behaviour by one person, that another person finds unacceptable or unwelcome and is viewed as a serious issue. This policy includes sexual and racial harassment, harassment on the grounds of disability or another protected characteristic.

Forms of Discrimination

The following are examples of discrimination which are against the Company's policy:

- *Direct discrimination*: where a person is less favourably treated because of a protected characteristic
- *Indirect discrimination*: where a provision, criterion or practice which applies / would apply to everyone puts people with a particular characteristic at a particular disadvantage
- *Discrimination by association*: this is direct discrimination against someone because they associate with another person who possesses a protected characteristic
- *Perception discrimination*: this is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic

Victimisation: where a person is subject to a detriment because they have, in good faith, taken action in relation to the discrimination legislation, for example, brought proceedings or given evidence or information in a case under the legislation or alleged (expressly or otherwise) that anyone has committed an act which could constitute a breach of the legislation.

Harassment: examples of harassment include but are not limited to:

Physical contact, verbal or non-verbal conduct, victimisation, name-calling, abusive language, mockery, office banter, jokes and bullying or intimidation of a general nature or that specifically targeted at someone because of their gender, age, religion or belief, disability, sexual orientation or ethnic origin.

Employee Responsibility

Every employee has a personal responsibility not to behave in a manner that could be offensive to others to ensure the practical application of this policy and to help promote a working environment consistent with a policy of equal opportunity for all employees. You have a responsibility to ensure that you do not discriminate against or harass fellow employees, customers or suppliers during the course of your employment.

You should report any discriminatory action or act of harassment of which you are aware to the Company.

Management Responsibility

Managers and supervisors have a responsibility for investigating any complaints of discrimination against a member of their staff and for communicating this policy to employees.

Any employee who believes that the Company has not treated him or her fairly or who is the subject of harassment, should first attempt to resolve the matter informally, if appropriate, by raising the matter with the alleged discriminator or harasser and involve your manager if necessary.

If it is inappropriate to try to resolve the matter informally or such attempts have failed, then you should raise the matter formally with your manager. If your manager is the person involved, then you should raise the matter with the person in the Company who deals with personnel issues through the Company Grievance Procedure.

Disciplinary action will be taken against any employee who acts in breach of this policy by discriminating against or harassing another employee.