

## Equal Employment Opportunity Policy

### Introduction

At Recruitment Edge we are committed to providing a work environment in which workers feel that they are a valued member of the organisation, are treated fairly, and are given recognition for their contribution to the company's success. We also aim to provide an environment that fosters good working relationships.

Recruitment Edge is committed to ensuring that all workers enjoy equal employment opportunity (EEO). This means that workers are treated fairly and equally when employment decisions are made and that unlawful discrimination does not take place.

EEO also means that each worker enjoys a harassment-free work environment.

### What is unlawful discrimination?

Unlawful discrimination means treating a person less favourably because of a personal attribute they have which is covered by equal opportunity laws. Under State and Federal equal opportunity laws, discrimination based on the following attributes is unlawful:

- sex,
- race, colour, nationality, descent, and ethnic, ethno-religious, or national origin,
- family responsibilities (dismissal only),
- disability,
- age,
- compulsory retirement,
- pregnancy,
- marital status,
- homosexuality,
- transgender,
- racial vilification,
- homosexual vilification,
- HIV/AIDS vilification, and
- transgender vilification.

These attributes are in most cases irrelevant to employment decisions, and it is the policy of Recruitment Edge to ensure that they are not taken into account when employment decisions are made. It is also company policy that no worker be harassed because of any of the above attributes.

## What is harassment?

Unlawful harassment is any behaviour which is based on one of the aforementioned attributes and which is unwelcome, and offends, humiliates or intimidates the person being harassed. The fact that no offence was intended does not mean that the harassment is not unlawful. (For further information about workplace harassment see the Recruitment Edge Workplace Harassment Policy).

The most common form of harassment is sexual harassment. Examples of sexual harassment include: unwanted touching; indecent or sexual assault; sexual propositions; nude pin-ups and posters; obscene telephone calls; persistent requests for outings or dates; leering or staring; wolf whistling; offensive or obscene language; and crude jokes.

Sexual or other types of harassment will not be tolerated at Recruitment Edge. Disciplinary action will be taken against those responsible when it does occur.

## Customers and clients

Our clients and customers are also protected by the law from being discriminated against or harassed. All workers of Recruitment Edge are required to ensure that they treat customers and clients fairly and do not discriminate against them or harass them on the basis of any of the above attributes.

## When does EEO apply?

EEO applies to all aspects of the employment relationship, including: recruitment, promotion, employee benefits, conditions of employment, remuneration, transfer, discipline, training, work environment, supervision and termination of employment.

## Who is responsible for EEO?

All workers have a responsibility for treating each other fairly and with respect. Managers, supervisors and workers all have a role to play in implementing EEO.

Managers and supervisors must ensure that they do not discriminate against or harass workers, clients or customers when performing their jobs. If they observe discrimination or harassment happening they should take appropriate steps to stop it. Individual workers must also ensure that they do not discriminate against or harass other workers, customers or clients.

To ensure that the company's EEO policy is properly implemented, **Tania Kapell** has been appointed the company's EEO Officer.

**Tania Kapell** is responsible for the following:

- the education and training of all staff on EEO issues;
- liaising with management about EEO issues,
- administering the company's affirmative action program

## What happens if you have been discriminated against or harassed?

If you feel that you have been discriminated against or harassed you should:

- talk to your manager or the EEO Officer; he/she will tell you what your options are; or
- use the company's grievance handling policy to make a formal complaint.

Any complaint will be dealt with seriously and sympathetically. Confidentiality will be respected at all times.

It is important that you come forward with any complaint you may have. This will ensure that your rights are protected and that other workers are also not subjected to the same discriminatory or harassing treatment. All reasonable attempts to resolve the matter satisfactorily will be made in-house.

If you are not satisfied with the manner in which your complaint was dealt with by the company, you have the right to take it to an external agency, such as the Anti-Discrimination Board or the Human Rights and Equal Opportunity Commission.

## Further information about EEO

For further information about EEO, workplace harassment or related issues, please contact:

- the EEO Officer;
- your manager.