



Anti-discrimination EEO and Bullying Policy

This Anti-discrimination EEO and Bullying Policy applies to all Employees of the business.

The objective of the policy is to ensure a workplace culture that values diversity, equity, and inclusion.

The requirement is for all staff to comply with the Anti-discrimination EEO and Bullying Policy.

Procedures (not required)

Our company is committed to maintaining a safe and respectful workplace, free from discrimination, harassment, and bullying. We believe that every employee deserves to work in an environment that is welcoming, inclusive, and supportive. This policy outlines our commitment to promoting equal employment opportunities and eliminating all forms of discrimination, harassment, and bullying in our workplace.

Objective

The objectives of this policy are to:

- Promote a workplace culture that values diversity, equity, and inclusion.
- Ensure equal employment opportunities for all employees, regardless of their background, identity, or characteristics.
- Prevent and address discrimination, harassment, and bullying in our workplace.
- Provide a safe and respectful workplace environment for all employees.

Policy Requirements

The standard required from all staff is to adhere to the following:

- **Non-discrimination** - Our company will not discriminate against any employee or job applicant on the basis of their race, colour, national origin, ancestry, religion, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or any other protected characteristic under Australian law.
- **Equal Employment Opportunity** - Our company is committed to promoting equal employment opportunities for all employees. We will ensure that all employment decisions, including recruitment, promotion, training, and termination, are based on merit, job-related qualifications, and business needs. We will also provide reasonable accommodations for employees with disabilities to enable them to perform the essential functions of their job.
- **Harassment and Bullying** - Our company will not tolerate any form of harassment or bullying in our workplace. Harassment or bullying may include, but is not limited to, verbal or physical conduct that is offensive, intimidating, hostile, or humiliating. This includes conduct that is based on a person's race, colour, national origin, ancestry, religion, sex, gender identity or expression, sexual orientation, age, disability, or any other protected characteristic under Australian law. Any employee who engages in harassment or bullying will be subject to disciplinary action, up to and including termination.
- **Complaints and Reporting** - Employees who experience, or witness discrimination, harassment, or bullying are encouraged to report the incident to their supervisor or HR department. Our company will investigate all complaints promptly and thoroughly and will

take appropriate corrective action to address the situation. Employees who make good faith complaints or provide information in an investigation will not be retaliated against in any way.

- **Training and Education** - Our company will provide training and education to all employees on this policy, as well as on the importance of diversity, inclusion, and respect in the workplace. We will also provide training on identifying and preventing discrimination, harassment, and bullying, and on how to report incidents of such behaviour.
- **Compliance with Australian Law** - Our company will comply with all applicable Australian laws and regulations related to anti-discrimination, equal employment opportunity, and harassment and bullying in the workplace.

Conclusion:

Our company is committed to providing a workplace that is inclusive, respectful, and free from discrimination, harassment, and bullying. We believe that our employees are our most valuable asset, and that everyone deserves to work in an environment that is safe, welcoming, and supportive. We will work to ensure that this policy is enforced, and that our workplace reflects our commitment to equal employment opportunities and a positive work environment.

The Director is responsible for communicating the Anti-discrimination EEO and Bullying Policy to all persons working for or on behalf of the organisation and making it available to interested parties.