

# **Equal Opportunity Employment**

**Policy** 

GenusPlus Group (The Company) is committed to providing a safe and pleasant workplace to ensure all employees enjoy Equal Opportunity Employment (EOE). The Company values the diversity of its workforce and the strength this brings to the organisation.

EOE also means the workplace is free of bullying, harassment and discrimination.

### Objectives

- Decisions relating to employment, promotion and training are equitable and will be based on merit.
- All employees enjoy equal access to opportunities within The Company.
- All employees will be treated fairly and are able to work in a non-threatening, harassment free environment.
- Every employee (at every level) shall receive training, to ensure they are aware of, and understand their rights and obligations in relation to EOE.
- The EOE principles will be upheld in the development of workplace policies, procedures, work instructions, rules, practices and conduct to ensure they are fair.

All Managers and Employees must promote and support the EOE principles. This can be achieved through:

#### Manager Responsibilities

- Lead by example be a positive role model.
- Ensure all employees are aware of and comply with EOE principles and policies.
- Ensure workplace operations and conditions adhere to legislation.
- Acknowledge that valuing diversity makes good business sense.
- Manage discrimination complaints quickly, confidentially and effectively.
- Engage the support of the Human Resources Department if and when required.

#### **Employee Responsibilities**

- Ensure own conduct and actions are always fair, ethical and respectful.
- Seek appropriate advice regarding the acceptability of an action before performing it.
- Comply with this policy.
- Be aware of their responsibilities under legislation.
- Inform their Line Manager if they believe they have been discriminated against, or if they consider another colleague has been discriminated against.

## Legislation

The Company is bound by and complies to:

- Fair Work Act 2009
- Workplace Gender Equality Act 2012 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1992 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 (Cth)

- Work, Health and Safety Act 2011 (Cth)
- Occupational Safety and Health Act 1984 (WA)

This policy is in place to promote a workplace culture based on the Company Values and to prevent unacceptable behaviour. Any form of unacceptable behaviour, unlawful discrimination, harassment, bullying or victimisation will not be tolerated by the Company.

Anyone conducting themselves in such a manner will be in breach of this policy and will be subject to disciplinary action. This process may include a verbal or written warning and in serious cases, or if the inappropriate behaviour continues, may result in termination of employment.

Further information on Equal Opportunity Employment is detailed in the Human Resource Management Standard.

D. Riches

David Riches
Chief Executive Officer
GenusPlus Group

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