

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

APH Contractors Pty Ltd is committed to equal employment opportunity (EEO) and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity. Every manager and employee has a personal responsibility for the implementation of this policy. Any doubt about the application of the policy and any questions should be addressed to the Human Resource Manager.

This company will not discriminate against employees in the grounds of sex, marital status, ethnic origin, colour, nationality, disability, age or other grounds of discrimination, including grounds that may not be prohibited by legislation, such as sexual orientation. Further, the company will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

### **Scope**

All aspects of employment, including advertising, recruitment, selection, promotion and access to entitlements will be free from bias and unlawful discrimination and will acknowledge and respect difference arising from diversity. Employees should note that the imposition of a condition or requirement which has an adverse impact on a person, because of the persons of that sex, race or marital status are more likely to be affected by that condition or requirement, will be unlawful unless it can be justified on grounds of business need.

### **Grievances**

Any employee may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment, or harassment on the basis of disability, then the grievances may be raised directly with the Human Resource Manager. The company wishes to ensure that employees feel able to raise such grievances and no individual will be penalized for raising such a grievance, unless it is untrue and made in bad faith.

### **Disciplinary measures**

Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to the company's disciplinary procedure. In serious cases, such behavior will be deemed to constitute gross misconduct and as such will result in summary dismissal in the absence of mitigating circumstances.

### **Monitoring**

All employees and job applicants will be asked to complete a form denoting their sex, race ethnic origin and any disabilities. The company guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal employment opportunity policy only (Australian Master Human Resources Guide, 8th Edition).

A handwritten signature in black ink, appearing to read 'Frank Kenny', is positioned above the printed name and title.

Frank Kenny  
**Managing Director**

**01/07/2018**