

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### Policy Statement

Pickwick 1A is an equal opportunity employer. It is committed to ensuring that factors relating to a person's ability to perform their responsibilities, and to develop in their employment, are paramount in Pickwick 1A's decisions about an employee's work.

Pickwick 1A's Equal Employment Opportunity (EEO) Policy reflects our commitment to ensure equality and promote diversity in the workplace.

This EEO Policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued in the workplace, this is why we are invested in ensuring everyone is treated with respect and consideration.

### Objectives of Policy

This policy reflects the paramount importance we attach to ensuring a workplace environment characterised by respectful relationships and gender equity.

### Application of Policy

This policy covers applies to all Pickwick 1A employees, job candidates, contractors, stakeholders, partners and visitors.

### Policy

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – the ones who are traditionally disadvantaged in the workplace. We do not guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

Equal opportunity means ensuring that employment policies and practices are based on, and operate according to, the principle of merit. Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- race or ethnicity
- gender
- gender identity
- national origin
- marital status
- sexual preference or lawful sexual activity
- age
- disability or impairment, including infectious disease
- industrial activity
- physical features
- pregnancy
- family responsibilities
- religious beliefs
- political views and beliefs, and
- breastfeeding

### **What is an EEO Policy?**

We built our EEO Policy around preventive and affirmative actions to ensure fairness in all aspects of employment.

These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

We also want to ensure that equal opportunity applies to other instances. For example, we do not retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

The National HR Manager is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

### **Actions**

To promote equal opportunity, we first ensure we follow the Australian Human Rights Commission (AHRC) guidelines that apply to each part of our company. Refer <https://www.humanrights.gov.au/>

Pickwick 1A is also committed to compliance with the *Workplace Gender Equality Act 2012* to improve and promote equality in the workplace for both men and women. Refer <https://www.wgea.gov.au/>

We will also take additional actions to promote fairness and diversity as part of our EEO Policy.

For example, we will:

- Use inclusive language in all signs, documents and webpages
- Modify structures and facilities to accommodate people with disabilities where practicable and safety is not compromised
- Provide parental leave and flexible work arrangements where customer requirements are not compromised
- Hire, train and evaluate employees through specified job-related criteria
- Allow employees to take additional time off for religious and cultural events or circumstances (e.g. Sorry Business) and national holidays that are not included in our company's official schedule
- Train employees on communication, inclusion and diversity
- Implement open door practices so employees can report discrimination without reprisal. Also refer Whistleblower Policy

### **Grievance Procedure**

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone should always comply with our policy.

If you see or suspect that our EEO Policy is being violated, please inform the National HR Manager or CEO immediately. If you suspect that someone is behaving in a wrong way but does not realise it, you could also talk to them directly.

### **Disciplinary Consequences**

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a co-worker may warrant a reprimand, but harassing someone systematically may result in demotion or termination.

*Leanne Phillips*

Leanne Phillips  
Chairperson and Director  
Pickwick 1A Facilities Services Pty Ltd  
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