

Equal Employment Opportunity Policy.



27th August 2020

**POLICY POL-105
VERSION 1.2**

WORKPLACE HEALTH AND SAFETY

Equal Employment Opportunity Policy



1. Purpose

The purpose of this policy is to inform employees that Elite Staffing Solutions is an Equal Employment Opportunity employer. This policy is to give everyone a fair chance to obtain employment and gain promotion according to their abilities and qualifications.

2. Scope

This policy applies to all employees, contracted employees, contractors, potential employees, and visitors of Elite Staffing Solutions.

3. Commitment

Elite Staffing Solutions is committed to ensuring all staff enjoys a workplace that is free from discrimination, harassment, and victimization.

Elite Staffing Solutions is an equal opportunity employer that values the contribution of our employees. We believe that the effective utilization of our people and their full capabilities will be the key to our success. It is the policy of Elite Staffing Solutions to treat all employees fairly and equitably, to judge them based on their performance, skills, and abilities, and in doing, to comply with all applicable state and federal laws.

4. Policy

Equal Employment Opportunity

Equal employment opportunity (EEO) refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits on their merits without reference to irrelevant characteristics.

In Australia it is unlawful to discriminate against a person based on a personal characteristic. Unlawful grounds include, but are not limited to:

- Sex,
- Race, colour, ethnic or national extraction,

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- Age,
- Marital status,
- Physical, mental, or intellectual disability,
- Sexual preference or transgender status,
- Pregnancy or potential pregnancy, breastfeeding,
- Family responsibilities and/or parental/carer status,
- Trade union membership or union/industrial activity,
- Religious or political beliefs

The policy embraces the following commitments:

- to recruit and appoint the best qualified person for the job available where suitability will be assessed according to relevant criteria such as skills, education, qualifications, experience, abilities, prior work performance and aptitudes.
- to appraise, reward and promote employees on the objective assessment of performance, achievement of agreed objectives, skills development, business performance and the individual's performance.
- to provide opportunities to employees for personal and professional development which are consistent with the organization's objectives and individuals professional goals.
- remove barriers which impede the potential of employees to achieve their professional goals within the organization's objectives.

Discrimination and Harassment

Elite Staffing Solutions will not tolerate discrimination or harassment on any prohibited ground, including sexual harassment.

Discrimination occurs when one person or group is treated less favourably than another due to an attribute or characteristic that is protected under legislation. Discrimination may be direct or indirect. Indirect discrimination occurs when there is a particular requirement, condition or

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practice which appears to apply to everybody equally, but which had the effect of disadvantaging more people with a particular characteristic, and which is not reasonable in the circumstances.

Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of a characteristic or attribute that is protected under legislation. Harassment can be physical, verbal or written and can occur to men and women. Harassment can occur even if it was not intended; however, the important consideration is how your conduct is received by others.

Harassment may take the form of favouritism, victimization, coercion, threats, torment, intimidation, abuse, or assault. Harassment can include:

- Unwelcome comments, offensive jokes, innuendo, nicknames
- Suggestive behaviour
- Kissing, hugging or physical contact
- Displaying photos, written material, objects, gifts, or screen savers that are offensive
- Offensive emails
- Intrusive inquiries into a person's private life, including their religion, political beliefs, and sexuality
- Assault

Victimization

Elite Staffing Solutions will ensure that complaints and/or witnesses are not be victimized in any way. Victimization includes threatening to subject another person to any detriment because that person has made an allegation of harassment or discrimination, regardless of whether the allegation is pursued, or a formal complaint is made.

5. Complaints

Elite Staffing Solutions wishes to maintain a respectful work environment where everyone can reach their full potential. If you are offended or concerned about other employees conduct in the course of your employment, you are encouraged to raise that concern directly with the person at an appropriate time if you can. Alternatively, you can discuss you concern with the Director or CEO.

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If you are approached by another employee with concerns about your conduct, appreciate the opportunity to become more sensitive to others and modify your behaviour. Victimisation even subtly is prohibited.

Any complaints under this policy will be treated seriously and confidentially and will be investigated thoroughly and impartially. Elite Staffing Solutions will take appropriate action to ensure that any discrimination or harassment found to exist is rectified and does not continue.

6. Roles and Responsibilities

Employee responsibilities:

- complying with the terms of the EEO policy.
- Treating all colleagues and customers with fairness, equity, and respect so that they total working environment is free from discrimination, harassment, and victimization.
- Promptly informing their manager if there has been a (potential) breach of the EEO policy.

Director or CEO responsibilities:

- All employees are aware of the EEO policy and procedure.
- All employees act in a non-discriminatory manner towards other employees.
- Early corrective action is taken to deal with discriminatory or harassing behaviour.
- Handling concerns promptly, professionally and provide a support option for their employee.
- Ensuring all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job.

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- Providing an environment which encourages equal employment opportunities and setting an example by their own behaviour.
- Identifying matters which do not comply with the principles of EEO and addressing them as promptly and sensitively as possible.
- Dealing with EEO issues in a prompt and sensitive way.
- Handling concerns promptly, professionally and provide a support option for their employee.
- Providing ongoing support and guidance to all employees in relation to EEO principles and practice

7. Breaches of policy

Employees are expected to comply with company policy and refrain from engaging in discriminatory or harassing behaviour. Should a complaint of discrimination or harassment be made, it will be investigated in a confidential manner. Individuals found to have breached this policy will be subject to appropriate disciplinary action, which may include dismissal.

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Document Control

1.	Document Title	Equal Opportunity Employment Policy
2.	Date of Release	27Aug-2020
3.	Document Superseded	N/A
4.	Version No.	V 1.2
5.	Document Owner	Elite Staffing Solutions

Document Approvers

S. No.	Approver	Approved Through Nominee	Nominee Contact
1	Elite Staffing WHS Committee	All Members	Jessica Chandrasinghe

Version History

Section / Page No.	Description of Amendment	Reason for Amendment	New Version No. & Effective Date	Amendment by:	Approved by:
	Minor working changes	Minor updates from audit	1.1 01 Dec 2018	Chenath Fernando	Jessica Chandrasinghe
	New document	Updated for new format	1.2 27 Aug 2020	Jessica Chandrasinghe	Bruce van Twest

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