

Equal Opportunity Policy

Purpose

Programmed endorses and abides by the relevant legislation in regard to the promotion of equal opportunity for all persons. This forms the basis for recruitment, employment terms and conditions, learning and development and promotion of all employees.

We believe that as an employer we have a responsibility to eliminate any source of discrimination on the basis of any factors not related to work performance.

We also believe that all employees should be able to work in an environment free of discrimination and harassment. Discrimination and harassment are unacceptable forms of behaviour. It does not matter whether or not someone intends to treat another less favourably or in a discriminative manner, nor does it matter whether the discrimination is direct or indirect. Discriminative behaviour will not be tolerated under any circumstances.

Scope

This policy applies to all employees (including full time, part time, casual, fixed term contract and permanent) within Programmed, and subcontractors, clients and visitors.

Definitions

Equal Employment Opportunity (EEO) - is based on the principle of merit. Therefore, Programmed policies, practises and decisions are based on principles of merit, such as:

- Demonstrated skills;
- Competence;
- Potential;
- Qualifications;
- Ability; and
- Performance.

Closely aligned to the principles of EEO is the various anti discrimination legislation which demands that employers do not discriminate against individuals in their employment on the basis of prohibited grounds, including, but not limited to:

- Sex;
- Race;
- Marital status;
- Disability (physical and intellectual);
- Age;
- Pregnancy and potential pregnancy;
- Sexual orientation;
- Lawful sexual activity;
- Gender history, gender identity, gender reassignment, transgender or transsexual status;
- Carer status or family responsibilities;

- Religious beliefs and/or activities;
- Ethical beliefs and/or activities;
- Breastfeeding;
- Physical features;
- Irrelevant criminal record;
- Political belief or activity;
- Trade union membership and industrial activity;
- Racial harassment or vilification;
- Colour;
- Sexual harassment;
- Relationship status;
- Irrelevant medical record;
- National extraction;
- Origin;
- Nationality;
- Profession, trade, occupation or calling, employment status;
- Victimization;
- Having had one of the preceding attributes in the past; and
- Personal association with someone who has one or more of the preceding attributes.

Policy

All recruitment and employment activities will be conducted without regard to any factor that is not relevant to the individual's ability to perform the job to the Company's satisfaction.

It is the responsibility of each employee to respect the rights of their fellow employees and to support and promote the achievement of equal opportunity. Each manager and supervisor is responsible for the implementation and application of this policy within their team.

Equal employment opportunity works to ensure that all employees and potential employees are treated equally. We will ensure that activities such as recruitment, promotion, access to development and the terms and conditions of employment that are offered, are based solely upon merit and consistent with the principles of equal opportunity.

We will actively seek to identify and eliminate all discriminatory employment practices, both direct and indirect, and will strive to maintain a workplace free of harassment, as our Anti Harassment Policy describes.

Our policies and practices will meet the requirements of equal opportunity and anti discrimination legislations, as per the relevant State and Commonwealth legislation.

Dealing with discrimination complaints

Employees have a range of informal and formal options available to address a discrimination issue. Employees who wish to discuss or receive assistance with a discrimination complaint are encouraged to approach their manager and/or divisional Human Resources team.

Where a complaint of alleged discrimination is brought to the attention of Programmed, the complaint will be addressed in accordance with Programmed Grievance Resolution Guideline.

Disciplinary action

If a claim of discrimination is substantiated, Programmed will consider the matter and initiate disciplinary action in line with the circumstances of the individual case, up to and including termination of employment.