

Equal Opportunity Policy

Purpose

Equal Employment Opportunity (EEO) is based on the principles of merit. Therefore, Programmed/PERSOLKELLY's policies, practices and decisions are based on the 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 based on prohibited grounds.

At Programmed/PERSOLKELLY, we take pride in providing equal employment opportunities to everyone regardless of their race, ethnicity, beliefs, religion, marital status, gender, gender identity, citizenship status, age, background, or disability.

Accordingly, the purpose of this policy is to ***reinforce our commitment to the creation and maintenance of a diverse workplace where equality, respect, and consideration for one another are the norm.***

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/PERSOLKELLY policies, practices 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.
- Victimisation.
- 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

At Programmed/PERSOLKELLY we have zero tolerance for all forms of discrimination or harassment against our employees by their peers, supervisors, customers, or vendors. This assurance is also reflected in our policies regarding: recruiting, advertising, hiring, placement, promotion, training, transfer, payment, benefits, termination and any relevant privileges, terms and conditions of employment.

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 are responsible for the implementation and application of this policy within their team.
- Our **executives, management and supervisors** to communicate this policy to all employees, suppliers and contractors and raise awareness of our pursuit towards EEO and the quality of standards in everything we do.

As an **Equal Opportunity Employer**, Programmed/PERSOLKELLY believe that equal opportunity should and does apply to everyone and we do this by:

- Endorsing and comply with all applicable laws, rules and legislation regarding the promotion of equal opportunity for all persons that prevent discrimination based on prohibited grounds
- Implementing systems that support all employees being able to work in an environment free of all forms of discrimination and harassment.
- Eliminating any source of discrimination based on factors not related to work performance in all recruitment and employment-related activities where any factor that is not relevant to the individual's ability to perform the job to the Company's satisfaction is discarded.
- Understanding that it is especially important for people in groups that have historically been subjected to unfair treatment in the workplace. Although we don't promise to employ or promote all people in such groups, we do pledge to treat qualified job applicants and employees eligible for promotion fairly. We also pledge to avoid discriminating against them based on conscious or unconscious biases.
- Reinforcing that discrimination and harassment are unacceptable forms of behaviour and will not be tolerated under any circumstances. It does not matter whether someone intends to treat another less favourably or in a discriminative manner, nor does it matter whether the discrimination is direct or indirect.
- Actively seeking to identify and eliminate all discriminatory employment practices, both direct and indirect, and will strive to maintain a workplace free of harassment.

Policy Actions

Affirmative actions

Reasonable steps will be taken to make an active effort to improve employment, educational and promotional opportunities, with the intention of removing barriers to equal employment opportunity.

Response action

Employees have a range of informal and formal options available to address concerns relating to this policy. Where a grievance or complaint of alleged discrimination is brought to our attention, the complaint will be addressed in accordance with the Grievance Resolution Guideline.

Disciplinary action

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