



Equal Employment Opportunity Policy Statement

Just Focus Pty Ltd

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Purpose

Just Focus is committed to employment, development and promotion on merit-based selection free from discriminatory practices.

Scope

This policy applies to all workers and management of Just Focus in all stages of recruitment, selection, employment and performance appraisal.

Policy

We are committed to providing employment conditions that ensure equal employment opportunities, and which are free from unlawful discriminatory practices. Our workers should be confident that they will be treated equitably according to their skills, experience, qualifications, abilities and achievements and given a fair chance to compete for career development opportunities within our business.

Discrimination in employment on the grounds of sex, marital status, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, and association with or relation to a person identified on the basis of any of the above attributes is prohibited.

It is our goal to create an environment free from discrimination and it is the responsibility of all management and workers to support this goal.

We are committed to promoting Equal Employment Opportunity in all employment related activities including:

- recruitment and selection;
- placement and job assignments;
- variations to terms of work;
- opportunities for promotion, transfer, training and other benefits;
- decision making and resource allocation;
- remuneration and rewards;
- counselling or discipline; or
- termination

If you have any questions or concerns about discrimination or inequity in the workplace you should bring them to the attention of Management.



Managers and Supervisors must ensure that all workers are treated equitably and in accordance with the Equal Employment Opportunity principles. They must also ensure that people who make complaints or witnesses who may assist in investigations are not victimised in any way.

What is discrimination?

Discrimination occurs when someone is treated less favourably based on an attribute listed above. Discrimination may include (but not limited to):

- Offensive 'jokes' or comments about another worker's racial or ethnic background, sex, sexual preference, age, disability or physical appearance;
- Displaying pictures or posters which are offensive or derogatory;
- Expressing negative stereotypes of particular groups, e.g. "married women shouldn't be working";
- Judging someone on their political or religious beliefs rather than their work performance;
- Using stereotypes or assumptions to guide decision-making about a person's career;
- Undermining a person's authority or work performance because you dislike one of their personal characteristics.

The policy of selection based on merit is compatible with EEO principles.

EEO is the creation of conditions that ensures that all people have an equal chance to seek and obtain employment and promotion. EEO requires that workers are selected, promoted and treated on the basis of their individual talents and capabilities compared to the requirements of the position.

All EEO legislation prohibits discrimination in employment (and other defined areas) on the grounds of sex, marital status, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, breast feeding (goods and services area) and association with or relation to a person identified on the basis of any of the above attributes

Procedure to report Equity breaches

We are committed to workplace equity. Disciplinary action will be taken against anyone who breaches these principles. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

If you believe there have been breaches to this policy, you must address the situation proactively and mitigate any harm caused to parties involved. Do not assume the issue will resolve itself. You should contact your Worker in Charge and outline the complaint (preferably in writing though a verbal communication can initiate corrective actions). Your Worker in Charge will take appropriate steps to handle the complaint. If your complaint involves your Supervisor or you are unable to discuss the matter with your Worker in Charge, you should raise your complaint with the next level of Management.

Any reports of Equal Employment Opportunity breaches will be treated seriously and investigated promptly, confidentially and impartially. You should provide as much detail as possible on the nature of the complaint the circumstances surrounding it, as well as the number of occasions you have been subjected to the behaviour as well as when you feel the behaviour first started.