

## Purpose

It is the obligation of Just Focus to enable fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination.

## Scope

This policy applies to Just Focus employees, subcontractors and contractors.

## Responsibility

Directors, Managers, and employees have responsibility for this policy.

## Methodology and Considerations

Freedom of association Freedom of association is protected through legislative and other requirements including the Fair Work Act. Just Focus will ensure compliance and that persons are:

- free to become, or not become, members of associations; and
- free to be represented, or not represented, by associations; and
- free to participate, or not participate, in lawful industrial activities; and
- not discriminated against in respect of benefits in the workplace because they are, or are not, members of an association.

In addition, Just Focus will ensure that personal information is dealt with in accordance with the Privacy Act 1988 and the Fair Work Act 2009.

## Responsibilities of managers and supervisors

Managers and supervisors including those representing contractors whilst on Just Focus workplaces must ensure that employees are treated equitably and are not exposed to a breach of freedom of association. Managers and supervisors are required to personally demonstrate appropriate behaviour and treat complaints seriously. They must also ensure that people who make complaints, or are witnesses, are not victimised themselves and that all information surrounding queries and complaints is kept confidential.

## Responsibilities of workers

Just Focus requires all workers, including employees of contractors whilst on Just Focus workplaces, to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of potential breaches of freedom of association through the chain of authority to their direct manager.