

Statman Pty Ltd

POLICY ON DISCRIMINATION

Under the Equal Opportunity Act 1995 (Vic), it is against the law to discriminate against someone because of their actual or assumed:

- Age
- Breastfeeding
- Career status
- Disability/ impairment
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Personal association (with someone who has, or is assumed to have one of these personal characteristics)
- Parental status
- Physical features
- Political belief or activity
- Pregnancy
- Race
- Religious belief or activity
- Sex
- Sexual orientation

We do not tolerate harassment of any of our employees. Any form of harassment is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes slurs and any other offensive remarks, jokes, other verbal, graphic or physical conduct of a sexual nature. If you have any questions about what constitutes harassing behaviour, please contact your Department Manager.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISMISSAL

If you feel that you are being harassed by another employee, you should immediately contact your Department Manager. The matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken. You will not be penalised in any way for reporting such contact concerning another person.

Harassment of our employees in connection with their work by non-employees may also be a violation of this Policy. Any employee who observes any harassment of an employee by a non-employee should report such harassment to his or her superior. Appropriate action will be taken.

We cannot resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

Procedures:

1. Any employee who believes that he or she is being harassed should report the incident(s) to their Department Manager.
2. An employee may request a third party, of his/her choice, to be present at any resulting meeting.

3. The Department Manager will administer this policy and, in all instances, investigate the matter fully.
4. Employees can seek advice or lodge a complaint with the Commissioner for Equal Opportunity if they wish. Complaints must be made within twelve months of the alleged act of harassment.
5. Department Managers and Supervisors have an important role in helping the company keep the workplace free of harassment. Department Managers and Supervisors who are aware of the situation of harassment, which has not been reported due to certain factors such as lack of knowledge and/or fear, should immediately contact their own manager, so the appropriate action can be initiated.

I, _____(insert name), hereby
**confirm that I am aware of, have read and fully understand the policy of
Statman Pty Ltd regarding discrimination.**

Signature of employee _____

Signature of department manager _____

Date signed _____