

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Insert Your Company is committed to providing a safe and healthy workplace and equal employment opportunities when attracting and retaining talented personnel.

Insert Your Company recognizes the benefits of diversity and that all personnel have the right to attend a workplace that offers equal opportunities and is free from all forms of harassment, discrimination, victimization and bullying.

It is our firm belief that by effectively implementing this policy we will maximize both personnel and organizational achievements.



SAMPLE

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- **Insert Your Company** will continue work to identify and eliminate all discrimination on the basis of race, sex, religion, and other factors which would impair employment opportunities for all personnel.
- **Insert Your Company** will not discriminate on the basis of:
 - Race/ethnicity/nationality
 - Religion
 - Pregnancy (including potential pregnancy)
 - Religious belief or religious activity
 - Public gender or activity
 - Industrial/trade union membership, non-membership or activity
 - Association with, or affiliation to, a person identified based on any of the above items.

Insert Your Company further supports the equal employment opportunity policy through a non-discriminatory recruitment process in all areas of employment including:

- Recruitment and selection
- Remuneration and terms and conditions of employment
- Promotion, transfer, transfer, training and development
- Termination of employment

A person who believes that they have been subjected to a breach of this policy should report the incident to management of **Insert Your Company** and reports of discrimination will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent that it is practicable and appropriate under the circumstances.

If any person directly involved in an equal employment opportunity investigation is dissatisfied with the way a complaint has been dealt with by **Insert Your Company**, the person can seek further advice from an outside agency, such as the Australian Human Rights Commission, Fair Work Commission, Equal Opportunity Commission or the Anti-Discrimination Board, or its equivalent in your State or Territory.

Manager

Reviewed **Insert Your Company**