

PURPOSE

To ensure all employees, managers and Directors of Ward Operations Pty Ltd have a clear understanding of their rights and obligations under the Ward Operations Pty Ltd's policies, and an understanding of the minimum standards of compliance under the related legislation

APPLICATION

The Directors, Managers and Supervisors of Ward Operations Pty Ltd have the responsibility of applying this Policy in all circumstances and ensuring staff working under their supervision are aware of their obligations with respect to

- Equal Employment Opportunity
- Racial Discrimination
- Human Rights Act
- Disability Discrimination
- Age Discrimination
- Anti-Discrimination and
- Sexual Harassment

GENERAL MATTERS

1. EQUAL EMPLOYMENT OPPORTUNITY & ANTI-DISCRIMINATION

- Ward Operations Pty Ltd (The Business) is an equal opportunity employer. All employees are treated on their merits without regards to race, age, sex, marital status or any other factor not applicable to the position.
- Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain the Business's standards of services. The Business does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment.
- However, the Business recognises that potential employees from disadvantaged groups have special needs which will be taken into consideration when choosing the person for a particular position.
- Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations. Under Federal and State Anti-Discrimination Laws, discrimination in employment on the following grounds is against the law:
 - sex / pregnancy / parental status / impairment / criminal record / marital status / age / race / religion / social origin / lawful sexual activity / trade union activity / political belief.
- Managers and supervisors must ensure that all employees are treated equitably and are not subject to discrimination. They must also ensure that people who make complaints, or witnesses, are not victimised in any way.
- Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.
- Disciplinary action will be taken against anyone who discriminates against a co-worker or a client / customer. Discipline may involve a warning, transfer, counseling, demotion or dismissal, depending on the circumstances.

What is Discrimination?

- Discrimination occurs when someone is treated unfavourably because of one of their personal characteristics. Discrimination may involve:
 - offensive jokes or comments about another workers' racial or ethnic background, sex, sexual preference, age, disability or physical appearance;
 - expressing negative stereotypes of particular groups - eg: '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.

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What to do if you are discriminated against?

- i. There are several options. Choose the course of action you with which feel most comfortable. Do not ignore discrimination by thinking it will go away. You may do one of the following:
 - i. Contact: The Anti-Discrimination Officer, Ward Operations Pty Ltd, 411 Keppel Sands Road, Tungamull, QLD, 4702. Telephone: 0427 794 729
 - or:
 - ii. Make a complaint under the Anti-discrimination Legislation to the relevant Anti-discrimination Commission and Human Rights and Equal Opportunities Commission.
- j. Ward Operations Pty Ltd is committed to providing an environment which is safe for its employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

2. SEXUAL HARRASSMENT

- a. Sexual Harassment is any form of unwelcome sexual attention. It has nothing to do with mutual attraction or friendship between people, which is normal and positive. Sexual harassment, on the other hand, involves humiliation or offence to the victim. It's not fun, flattering or flirting. Sexual harassment can happen to anyone, and under the Anti-Discrimination Act 1991, it's against the law wherever and whenever it occurs.
- b. Sexual Harassment could be
 - i. Unwelcome physical touching
 - ii. Sexual or suggestive comments, jokes or taunts
 - iii. Unwelcome requests for sex
 - iv. The display of clearly sexual material (such as photos, pin-ups or pictures) or reading matter (such as emails, faxes or letters).
- c. Sexual harassment also includes; discrimination on the ground of pregnancy or potential pregnancy, discrimination on the ground of breastfeeding or discrimination on the ground of family responsibilities.
- d. Sexual harassment doesn't have to be repeated or ongoing to be against the law. Some actions or remarks are so offensive that they're clearly sexual harassment, even if they're not repeated. Other incidents, such as an unwanted invitation or compliment, are probably not harassment if they are 'one-off's.
- e. The harassment does not have to be deliberate, it can also occur in cases where a reasonable person would have expected that the behaviour was going to be offensive.
- f. Some sexual harassment, such as sexual assault, indecent exposure and stalking is also a criminal offence. While more women than men lodge complaints about sexual harassment, the Act covers everyone, and says quite plainly and simply "A person must not sexually harass another person".
- g. Ward Operations Pty Ltd considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. Ward Operations Pty Ltd believes that all employees should be able to work in an environment free of intimidation and sexual harassment. Sexual harassment may cause loss of trained and talented employees and damage staff morale and productivity.
- h. Under the Queensland Anti-discrimination Act and the Federal Sex Discrimination Act, sexual harassment is against the law. Managers and supervisors must ensure that all employees are treated equitably and are not subject to sexual harassment. They must also ensure that people who make complaints or witnesses are not victimised in any way.
- i. Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.
- j. Disciplinary action will be taken against anyone who sexually harasses a co-worker or client. Discipline may involve a warning, transfer, counseling, demotion or dismissal - depending on the circumstances.

What to do if you are sexually harassed?

- k. There are several options. Choose the course of action with which you feel most comfortable. Do not ignore sexual harassment or hope it will go away. Silence may give the impression that sexual harassment is acceptable. You may do one of the following:
 - i. Contact: The Sexual Harassment Officer, Ward Operations Pty Ltd, 411 Keppel Sands Road, Tungamull, QLD, 4702. Telephone: 0427 794 729; or

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- ii. Make a complaint under the Anti-discrimination Legislation and Human Rights and Equal Opportunities to the relevant Anti-discrimination Commission and Human Rights and Equal Opportunities Commission.
- I. Ward Operations Pty Ltd is committed to providing an environment which is safe for its employees. Employees will not be disadvantaged in employment conditions or opportunities as a result of lodging a complaint

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