



EQUAL OPPORTUNITY POLICY

Policy Document

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Authorised by: Gary Hartley

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1. STATEMENT OF PRINCIPLE

The Directors of Neo Construct Pty Ltd believes that its employees are entitled to be treated on the basis of their true abilities and merit, and to work in an environment, which is free of discrimination.

It is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of Neo Construct Pty Ltd and recognising the true potential of employees.

Accordingly all employees are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

All human relations policies and practices will be based on the merit principal. This means selecting and/or rewarding the best person in each situation: it does not mean there will be favouritism or quotas.

2. GROUNDS OF DISCRIMINATION

Discrimination in employment and in the supply of goods and services is unlawful under Commonwealth and Victorian legislation. Thus stereotyped assumptions based on prejudice will have no place in Neo Construct Pty Ltd and there shall be no discrimination on the grounds of:

- › Age
- › Disability / impairment
- › Industrial activity / inactivity
- › Lawful sexual activity
- › Marital status, including defacto relationships
- › Physical features
- › Political belief or activity
- › Pregnancy
- › Race
- › Religious belief or activity
- › Sex
- › Status as a parent or carer
- › Personal association with someone of the above attributes
- › Irrelevant criminal conviction

It is also unlawful to request information (either orally or writing) that may be used for discriminatory purposes: this requirement will be observed throughout the company.

3. EMPLOYEES

All employees of Neo Construct Pty Ltd have a legal and moral responsibility to treat each other fairly, and are expected to fulfil these responsibilities as a condition of employment.

Where employees believe they may have been discriminated against on any of the above grounds, they are encouraged to raise the matter with their supervisor or another manager. Alternatively, they may raise the matter with Neo Construct Pty Ltd Equal Employment Opportunity Officer - **Monika Wilson 03 9244 7644**

4. MANAGERS AND SUPERVISORS

Managers, supervisors and the Equal Employment Opportunity Officer are obliged to treat reports of possible discrimination seriously and sympathetically, and to investigate them thoroughly.

They are also obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.

Established breaches of Neo Construct Pty Ltd.'s Equal Employment Opportunity policy will be met with disciplinary action and may result in dismissal.

5. AFFIRMATIVE ACTION PROGRAM FOR WOMEN*

Under the Affirmative Action (Equal Opportunity for Women) Act 1986, Neo Construct Pty Ltd is committed to removing any barriers to equal opportunity faced by women and other designated groups and to taking positive steps to promote their equality.

6. IMPLEMENTATION

Neo Construct Pty Ltd Equal Employment Officer has major responsibility for the implementation of the company's Equal Employment Opportunity and Affirmative Action Policies.

AUTHORISED BY:

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Director



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*(*this applies to eligible employers, i.e.; organisations with 100 or more employees as prescribed under the Affirmative Action (Equal Opportunity for Women) Act, 1986)*