

SCOPE

The Equal Employment Opportunity & Discrimination policy is applicable to all Workers of Glad.

OUR COMMITMENT

Glad strives to be an Equal Employment Opportunity (EEO) employer. Glad endeavours to:

- a. treat all Workers fairly, equally and with respect when decision are made;
- b. provide a working environment that is free from discrimination, bullying and harassment;
- c. provide an effective procedure for complaints;
- d. treat all complaints in a sensitive, fair, timely and confidential manner;
- e. provide protection from any unlawful victimisation or reprisals;
- f. provide fair access to workplace opportunities and benefits;
- g. encourage the reporting of behaviour which breaches this policy; and
- h. promote appropriate standards of conduct.

DISCRIMINATION

Glad aspires to maintain a workplace that promotes equal opportunity for all persons, and through reasonable management action will endeavour to prevent unlawful discrimination from occurring in the workplace.

All forms of unlawful discrimination are unacceptable and can lead to disciplinary action including termination of employment.

WHAT IS UNLAWFUL DISCRIMINATION?

Unlawful discrimination may occur when a person is treated less favourably than another person because of that person's personal characteristics or attributes, or because that person belongs to a particular group of people, and includes:

- i. **Direct Discrimination:** treating a person (or group) less favourably than others on the basis of personal attributes or characteristics.
- ii. **Indirect Discrimination:** a requirement, condition or practice that appears to be neutral, or the same for everyone, but which, in operation, results in a particular person or group being disadvantaged, and the requirement, condition or practice is not reasonable in the circumstances.

Personal attributes and characteristics may include:

Age	Lawful sexual activity
Breast feeding	Marital status
Disability/Impairment	Physical features
Employment activity	Political beliefs/activities
Family responsibilities as a Parent/Carer	Pregnancy
Gender identity	Race
Industrial activity	Religious belief or activity
Irrelevant criminal record	Sex
Sexual preference/orientation	Personal association with someone who has or is assumed to have one of the attributes.

COMPLAINTS PROCEDURE

Glad encourages all Workers who feel they have been discriminated against to raise their concerns with Glad. A Worker should do so in accordance with the Grievance Resolution Policy.

BREACH OF THIS POLICY

Consequences for breach of this Policy may include an apology, formal warning, counselling, dismissal, or other another form of disciplinary action deemed appropriate by management.

Immediate disciplinary action may also be taken against anyone who unlawfully victimises or retaliates against a person who has complained of discrimination.

Complainants that are found by Glad to be false, malicious, frivolous or vexatious may also be liable for disciplinary action up to and including dismissal.



Nick Iloski

Managing Director

Glad Group, comprising of:

Glad Group Pty Ltd | ABN 62 092 928 115

Glad Cleaning Service Pty Ltd | ABN 43 054 617 891

Mutual Cleaning and Maintenance Pty Ltd | ABN 53 006 516 810

Glad Maintenance Pty Ltd | ABN 85 127 522 481 | Contractor's Licence: 215410C

Glad Security Pty Ltd | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606



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