

Purpose

Ross and Julia Ross are committed to providing equal employment opportunity for all their employees and potential employees irrespective of sex (including pregnancy), race, colour, ethnic or ethno-religious background, descent or nationality, marital status, disability, homosexuality, age or transgender in an environment which is free from discrimination.

Scope

This policy applies to all employees during normal working hours and including activities during the course of work, which may include:

- Work related social activities
- Work related dealings with the public, suppliers and clients

Related Documentation

All related documentation can be located on the intranet or through Human Resources.

- Grievance procedure
- Workplace harassment
- Sexual and racial harassment
- Taking a complaint form

Equal Employment Opportunities

Ross and Julia Ross strictly follow both State and Federal legislation that prohibits unlawful discrimination by employers. Equal Employment Opportunity (EEO) Legislation provides guidelines on how to treat employees and provides the opportunity for anyone who feels unfairly treated to gain a fair hearing. We aim to select the best person for the job, on the basis of "Merit".

Equal Opportunity for Women in the Workplace Act 1999 (formerly Affirmative Action Act) is specifically aimed at assisting women in overcoming advancement barriers sometimes faced by women in their careers. Legislation ensures women are able to compete on the same terms as men in relation to employment. Ross and Julia Ross strongly support all government legislation.

All employees receive training on EEO and Anti-discrimination within a comprehensive induction course. Employees are also trained in anti-discrimination legislation concerning advertising in publications to ensure all advertising undertaken is in line with each state's legislation. In addition, ongoing training enables employees to be kept informed with the latest changes and also to reinforce the importance of acceptable behaviour expected in every work place.

Our philosophy involves the "Merit" principle, which requires us to assess all people on the basis of their respective skills, qualifications, capabilities and experience without regard to extraneous and irrelevant considerations.

Ross and Julia Ross are committed to creating a diverse workforce and aims to have a workplace

1. In which all employees have an equal opportunity to advance and enhance their careers.
2. That reflects the variety in the labour hire market and in the clients we seek to serve
3. Where we value and draw upon all our different cultural backgrounds to benefit our business
4. That is free from unlawful discrimination and harassment.
5. Environment that supports our employees in balancing their commitments to work with their personal commitments

Making a Complaint

If an employee is experiencing any problems or grievances regarding equal employment opportunity, or anti discrimination, please speak to your Manager/Team Leader for guidance alternatively contact Human Resources.

All discussions will be treated as highly confidential. Discussions can be arranged outside of working hours if necessary to ensure employees are comfortable registering their grievances.

Breach of Policy

Anyone who is found to have discriminated on any basis will be subject to disciplinary action. Serious situations may result in dismissal action taking place.