

## Equal Employment Opportunity, Affirmative Action, Discrimination, and Harassment Policy

Equal Employment Opportunity (EEO) means that everyone should have fair and equitable access to jobs, employment conditions, training, and promotion opportunities. EEO is consistent with the principles of merit to ensure the best applicant is chosen at all times.

Affirmative action recognises planning and strategies of gender balance in the workplace. Affirmative action is an umbrella term for a wide range of programmes for women.

Discrimination in employment occurs when a person is unfairly treated at work. There are two types of discrimination:

- Direct discrimination is where someone is treated unfairly or unequally because they belong to a particular group.
- Indirect discrimination is where there is a requirement that is the same for everyone but which has an unequal or disproportionate effect on different groups of people according to their sex, race, etc.

Anti-discrimination laws provide for identified disadvantaged groups to be considered equally or provide allowances in particular circumstances relative to the employment position.

Harassment is any form of behaviour that is not wanted and not asked for and that:

- Humiliates a person or a group
- Offends a person or a group
- Intimidates a person or a group

Harassment includes the telling of jokes based on gender, race, marital status, sexual preference, disability, age, etc., sexual harassment based on preference, intimidation, exposure to illicit material, inappropriate conduct, and behaviour. In general it is against the law for an employer and employee to act in a discriminatory way.

In view of legislative requirements, management and workers are to be committed to:

- Ensuring discrimination and harassment in the workplace does not occur.
- Ensure everyone in the workplace is treated equally and with respect, recognising individual differences
- Effective communication and cooperation.

The ARA Electrical Group adopts the principles of EEO, Affirmative Action, Discrimination, and Harassment as part of their overall human resource processes for the workplace.



Brett Chambers  
Managing Director  
15<sup>th</sup> January 2018