

## Anti Discrimination Policy

### Rationale

IBRS is committed to providing an employment environment that supports anti-discrimination legislation and which recognises and positively promotes a discrimination free workplace.

IBRS seeks to:

- Create a working environment free from discrimination where each person is treated with courtesy, dignity and respect;
- Have employment practices which ensure that individuals or members of a particular group are not discriminated against because of their attributes;
- Promote appropriate standards of conduct; and
- Promptly resolve issues when they occur and resolve complaints in a fair and timely manner.

### Scope

This policy applies to all employees and contractors of IBRS.

### Procedure

The Federal Human Rights and Equal Opportunity Commission administer five federal laws covering age, disability, race and sex discrimination. In addition to these, state laws apply in all Australian States and Territories.

These laws make it unlawful to discriminate on the basis of:

- Race, ethnic background and nationality
- Marital status
- Mental or physical disability
- Gender/Gender identity
- Sexuality and sexual preference
- Sexual orientation
- Intersex status
- Pregnancy or potential pregnancy
- Age
- Breastfeeding
- Medical condition
- Religion
- Physical features
- Relationship status
- Family/carer responsibilities

- Political membership or opinion
- Trade union membership or involvement
- Irrelevant or spent criminal convictions
- Irrelevant medical record
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes

**Direct discrimination** occurs if a person treats, or proposes to treat, someone with an attribute less favourably than the person treats or would treat someone without that attribute, or with a different attribute, in the same or similar circumstances.

*(e.g. An employer advises an employee that they will not be trained to work on new machinery because they are too old to learn new skills.)*

**Indirect discrimination** may occur when there is a requirement or condition that is the same for everyone but the requirement has an unfair effect on a particular group of people.

*(e.g. An advertisement for a job as a cleaner requires an applicant to speak and read English fluently. This may disadvantage a person on the basis of their race. The requirement may not be reasonable if speaking and reading English fluently is not necessary to perform the job.)*

### Employee Responsibilities

All employees are expected to:

- Respect cultural, social and physical differences among colleagues and clients;
- Inform anyone observed behaving in an unwelcome or unacceptable manner that their behaviour is offensive. If you're not comfortable doing this, then speak to your manager and ensure they are aware of the situation;
- Not act in a manner which encourages an environment in which discrimination is likely to occur; and
- Seek advice from your manager on the appropriate action to take if you believe you have been discriminated against

### Management Responsibilities

All managers must:

- Comply with and ensure the implementation of the Company's Anti-Discrimination policy;
- Ensure all employees are treated fairly and equitably;
- Ensure the work environment is free from all forms of discrimination;
- Investigate complaints brought to their attention, treating complaints seriously and in the strictest confidence; and
- Ensure anyone who makes a complaint and any witnesses are supported and not victimised in any way for making a complaint.

Please also refer to the Company's Equal Employment Opportunity Policy and Bullying and Harassment Policy

