

# Equal Employment Opportunity Policy

## Rationale

IBRS makes every endeavour to ensure that our employment policies and practices are based on the principle of merit and that equal opportunity is given to all employees.

Our business depends upon attracting and retaining high calibre people and IBRS recognises the workplace benefits of having people with diverse backgrounds, experiences, capabilities and perspectives. In support of this, IBRS strives to create a truly inclusive workplace that is free from discrimination and where employees can enjoy equal opportunity to succeed, advance and enhance their career, and reach their ultimate potential.

IBRS is committed to ensuring that employees are not discriminated against in respect of any factor such as gender, marital status, sexual orientation, colour, religion, race, nationality, ethnic origins, disability, age.

## Scope

This policy applies to all employees of IBRS.

## Procedure

Equal Employment Opportunity (EEO) means all employment and management practices operate in a way that gives everyone equality of opportunity in the workplace and every job applicant and employee is given 'a fair go'. EEO requires decision making to be based on clear, predefined, job related criteria in all aspects of human resource management. IBRS intends that all matters related to recruiting, hiring, training, remuneration, employee benefits, promotions or upgrading, social or recreational activities and all treatment on the job will be free of discriminatory practices.

### Fair recruitment

IBRS's philosophy is underlined by the principle of "merit" which requires assessment on the basis of skills, qualifications, capabilities and experience without regard to extraneous or irrelevant considerations.

We will recruit new employees fairly on the basis of merit - the person who is the best person for the job will get the job.

### Fair access to workplace opportunities and benefits

We will give every employee fair access to all workplace opportunities and benefits. All managers and supervisors must make fair, non-discriminatory decisions about everything to do with work. This includes:

- Training and development opportunities
- Promotion opportunities
- Work allocation
- Shifts, rosters, hours of work and overtime
- Salary increases
- Leave arrangements
- Pregnancy arrangements
- Parental leave
- Performance Assessment
- Restructuring

### **A fair go for employees disabilities or those from disadvantaged groups**

IBRS will take particular care to ensure that we do not discriminate against employees with either temporary or permanent physical or intellectual disabilities or illnesses.

IBRS will also endeavour to ensure sure that groups who may have been disadvantaged in the past in many workplaces (for example, women; people from racial or religious minorities; older workers and younger workers) are not disadvantaged.

### **No unlawful discrimination**

Federal and State legislation provides that it is unlawful to discriminate against a person on certain prohibited grounds. (See Discrimination Policy)

These include but are not limited to:

- Race, ethnic background and nationality
- Marital status
- Mental or physical disability
- Gender
- Sexuality and sexual preference
- Pregnancy or potential pregnancy
- Age
- Medical condition
- Religion
- Physical Features
- Parental status and family/carer responsibilities (including pregnancy)
- Political membership or opinion
- Trade union membership or involvement
- Irrelevant or spent criminal convictions
- Breast feeding

It is the responsibility of every employee to ensure that his/her own conduct does not contain any elements of discriminatory behaviour.

Harassment is a form of discrimination. It is behaviour which is regarded as uninvited and unwelcome, and is offensive, humiliating and/or intimidating. Harassment may

be verbal, written, visual or physical. There is to be no sexual harassment, sexist harassment, racial harassment, or any other type of harassment in our workplace.

### **Diversity**

IBRS is committed to creating a diverse workforce and aims to have a workplace:

- In which all employees have an equal opportunity to advance and enhance their careers;
- That reflects the diversity in the labour market and in our clients;
- Where we value and draw upon all our different cultural backgrounds to benefit our business;
- That is free from unlawful discrimination and harassment; and
- That supports our employees in balancing their work and personal commitments.

### **Employee Responsibilities**

All team members, contractors and visitors have a role in eliminating discrimination and promoting a positive, inclusive, fair and respectful work environment.

All employees are expected to:

- Treat others with dignity and respect;
- Think before speaking or acting;
- Respect cultural and social differences among colleagues and clients;
- Inform anyone observed behaving in an unwelcome or unacceptable manner that their behaviour is offensive. If not comfortable doing this, then the employee is expected to notify the relevant manager to ensure they are aware of the situation;
- Support victims of discrimination to say “no” to discriminatory behaviours;
- Ensure his/her own behaviour is not discriminatory;
- Not act in a manner which encourages an environment in which discrimination is likely to occur.

### **Management Responsibilities**

In promoting positive working relationships, equal opportunity and a discrimination free work environment, Managers must:

- Comply with IBRS’s Equal Opportunity policy;
- Ensure all employees are treated fairly and equitably;
- Ensure all employment and promotion decisions are determined on merit;
- Be a good role model – do not engage in any behaviour that may appear discriminatory or as harassment;
- 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;
- Ensure anyone who makes a complaint and any witnesses are supported and not victimised in any way for making a complaint;
- Make it clear to all team members that any unfair, discriminatory or harassing behaviour from any of them will not be tolerated.