

Equal Employment Opportunity Policy

1. Purpose

- 1.1 Infinity Constructions Group and Infinity Constructions Group Melbourne (collectively known as ICG), support Equal Employment Opportunity.
- 1.2 The purpose of this policy is to ensure that ICG shows fairness and affirmative action when it comes to all aspects of employment including;
 - Hiring
 - Training
 - Evaluating performance
 - Benefits
 - Terminating employees
- 1.3 This policy also ensures that equal opportunity also applies to employees who may report any kind of allegation around harassment or bullying.

2. Scope

- 2.1 This policy applies to all ICG employees, potential employees, contractors and stakeholders.

3. Policy

- 3.1 Being an Equal Employment Opportunity Employer means that we provide the same opportunities for recruiting, advancement and benefits to everyone without discriminating against protected attributes.
- 3.2 ICG will take all reasonable steps to prevent discrimination, harassment and vilification in our workplace. This includes direct and indirect discrimination.
- 3.3 All employees, including those that may be traditionally disadvantaged in the workplace will be treated fairly and not be discriminated against.

4. Employer Responsibilities

- 4.1 ICG has a positive duty to take all reasonable and proportionate measures to eliminate discrimination, sexual harassment, bullying and victimisation.
- 4.2 Definitions are as follows;
 - Discrimination- Discrimination is treating someone unfavorably because of a personal characteristic protected by the law such as sex, race or disability;
 - Sexual Harassment - Sexual harassment describes a wide range of unwelcome behaviour of a sexual nature, which could reasonably be expected to make a person feel offended, humiliated or intimidated;
 - Bullying - Workplace bullying is repeated, unreasonable behaviour directed towards an employee or group of employees, which offends, humiliates, intimidates or degrades. It is seen as a workplace hazard and can be reported as discrimination;
 - Victimisation – Should a member of staff lodge a complaint for any of the above reasons, an employer has a responsibility to ensure that a person is not victimised, or treated unfavorably, because he or she has made a complaint or supported another person to make a complaint.
- 4.3 Exceptions to the Law – there are certain exceptions that which can permit discrimination in certain circumstances.

5. Employment

- 5.1 No person will be lawfully excluded from consideration for employment, selection, transfer, promotion, training and development, disciplinary, compensation and termination because of race, sex, religious creed, marital status or any other attribute or characteristic recognised by the Anti-Discrimination Act 1997 (NSW) or the Equal Opportunity Act 2010 (VIC).
- 5.2 An employee's gender, marital status, pregnancy, parental or family responsibilities, race, age, physical or mental disability, sexual orientation, transgender, political or religious beliefs, social origin, trade union activity or inactivity or physical appearance will not form the basis of employment decisions.
- 5.3 All persons in the workplace will be treated on the basis of merit and according to their skills and abilities to perform the inherent requirements of the role required.

6. What to do if Discrimination, Harassment or Vilification Occurs

- 6.1 If discrimination, harassment or vilification occurs, the Talent and Culture Manager and the person's manager needs to be advised as soon as possible in writing or face to face.
- 6.2 ICG's Grievance Policy should be used to raise any concerns or grievances.

7. Managers Responsibilities

- 7.1 It is part of the Managers role to ensure that they adhere to all processes and procedure relating to EEO and the risks associated with harassment, bullying, discrimination and vilification are minimised or eliminated in the workplace.
- 7.2 Managers must ensure that they do not engage in these types of behaviour themselves.

8. Employees Responsibilities

- 8.1 Employees are obliged to ensure that they adhere to all the policies and procedures relating to the EEO and do not harass, bully, discriminate against or become involved in the vilification of other employees.
- 8.2 Employees must not encourage, harassment, bullying, discrimination or vilification.

Any breach to this policy could lead to disciplinary action, including but not limited to the termination of employment.

For further information on this policy, please contact the Talent and Culture Manager.



Tom Silk
General Manager