

EQUAL OPPORTUNITY POLICY



SPECIALISTS
IN PROVIDING
CLEANING,
FIRST AID AND
EMERGENCY
MANAGEMENT
SOLUTIONS.

EQUAL OPPORTUNITY POLICY

OVERVIEW

Vital Pulse is committed to ensuring the principles of equal employment opportunity and diversity and inclusion in the work environment. In fulfilling this policy, Vital Pulse aims to eliminate and ensure the absence of direct, systemic and indirect discrimination on the grounds of:

- sex;
- age;
- gender identity;
- sexuality;
- marital, relationship or domestic status;
- pregnancy or breastfeeding;
- carers' responsibilities;
- religion
- race, colour, national extraction;
- social origin
- disability;
- political affiliation or opinion;
- union affiliation
- HIV/AIDS status

The policy seeks to establish an equitable working environment where equal employment opportunities based on merit are provided in relation to:

- access to services and information;
- transparent decision making;
- recruitment and selection;
- learning and development;
- career advancement and developmental opportunities; and
- conditions of employment.

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| Policy number | VP001 | Version | 1 |
| Drafted by | Director | Approved by | Director |
| Responsible person | Eddie Idik | Scheduled review date | 1 July 2023 |



PURPOSE

This policy is designed to ensure that Vital Pulse complies with all of its obligations under the relevant state and federal legislation.

DEFINITIONS

Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

Equal Employment Opportunity consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Victimisation means subjecting, or threatening to subject, a person to any detriment because they have:

- asserted their rights under equal opportunity law;
- made a complaint;
- helped someone else make a complaint; or
- refused to do something because it would be discrimination, sexual harassment or victimisation.

POLICY

Vital Pulse will

- Employees who believe they are being treated unfairly as a result of discrimination should promptly notify their manager or the Human Resources Department.
- Should a complaint of discrimination or harassment be made, it will be investigated in a confidential and procedurally fair manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.
- In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.
- This policy is to be used in conjunction with the Discrimination, Harassment and Affirmative Action policies.

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RESPONSIBILITIES

It is the responsibility of the Director to ensure that:

- All managers understand and are committed to the principles and legislation relating to equal opportunity and applying it in the workplace;
- employment decisions relating to appointment, promotion and career development are determined according to individual merit and the individual's inherent ability to carry out the job;
- the organisation has a workplace culture that encourages equal employment opportunity; and
- sets an example by their own behaviour.
- all managers, supervisors and staff are aware of and understand their obligations, responsibilities and rights in relation to equal employment opportunity;
- all managers, supervisors and staff are committed to operating in accordance with the equal opportunity laws in the workplace;
- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- immediate and appropriate steps are taken to minimise or eliminate unlawful harassment, discrimination, and bullying in the workplace; and
- ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice in the workplace.

It is the responsibility of all employees and contractors to ensure that they:

- comply with this policy and treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions;
- refrain from engaging in discriminatory or harassing behavior; and
- inform management if they believe that they (or someone else) has been treated unfairly.

Eddie Idik JP

Director
Vital Pulse

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