

## EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY

### 1 Purpose

Timberlink Australia (“Timberlink”) is committed to Equal Employment Opportunity and free from Discrimination and as such, continues to develop and implement strategies and practices that ensure all available opportunities are fair and assessments of individuals are based on ability and merit without any reference to irrelevant characteristics or a protected attribute.

We acknowledge that discrimination of any kind is not only **unacceptable**, it is **unlawful** pursuant to the relevant legislation and all people are entitled to be treated fairly with dignity, courtesy and respect.

### 2 Scope

This policy applies to all employees, temporary, independent contractors and volunteers of Timberlink.

### 3 References

Australian Human Rights Commission Act 1986 Equal Opportunity Act (Vic) 2010 Workplace Gender Equality Act 2012 Fair Work Act 2009 (Cth)	Sex Discrimination Act 1984 (Cth) Disability Discrimination Act 1992 (Cth) Racial Discrimination Act 1975 (Cth) Age Discrimination Act 2004 (Cth)
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### 4 Definitions

**Bullying** – unreasonable behaviour, whether isolated or repeated (or as defined in legislation).

**Discrimination** - treating or proposing to treat a person with a protected attribute unfavourably because of that attribute.

**Protected Attributes** include age, race, ethnic origin, disability, industrial activity, sexual orientation, marital status, political belief, sex, gender identity, colour.

**Harassment** - when someone is made to feel intimidated, insulted or humiliated because of a protected attribute including unwelcome conduct of a sexual nature defined as Sexual Harassment.

### 5 Procedural Principles

Development and implementation of a workplace culture supportive of equality and diversity principles.

- Ensuring adequate processes in place for recruitment selection, promotion, training and transfer.
- Ensure support and process in place for those who believe discrimination has occurred providing all concerns raised are taken seriously, kept confidential and that no employee will be penalised or disadvantaged as a result of raising a legitimate concern.

It is the responsibility of every employee to not participate in discriminatory behaviour. Timberlink has a zero tolerance policy may lead to disciplinary action including termination of employment.

### 6 Revision History

This document is identified as ‘Equal Employment Opportunity and Discrimination Policy’.

Version	Changes	Date
V2.0	Revised	April 2015
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