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# EQUAL OPPORTUNITY EMPLOYMENT, ANTI-DISCRIMINATION AND HARASSMENT POLICY

**IBES Australia is an Equal Opportunity Employer (EEO) committed to providing a workplace free from discrimination, harassment and bullying and upholding relevant statutory laws.**

IBES Australia will not tolerate any form of discrimination, harassment or bullying in the workplace, at work related functions, while travelling on company business, in work related accommodation or anywhere where there is a connection with the business.

We value cultural diversity and recognise the significance of the many differences in backgrounds, cultures and demographic characteristics of all personnel, including their family responsibilities. It is integral to the business to foster a fair and equitable working environment whereby all personnel are treated with dignity and respect.

IBES Australia is committed to:

- Creating a workplace that promotes equal opportunity.
- Maintaining a workplace where all employees, potential employees and contractors are able to perform their duties free from all forms of discrimination, harassment and bullying.
- Ensures employment practices, recruitment, selection and promotion procedures are based on the individual merit of applicants and the inherent requirements of the job.
- Providing relevant training and awareness programs for all employees.

**Our Responsibilities:**

All managers, supervisors, employees and contractors are responsible for ensuring that they:

- Maintain a high level of professional conduct.
- Treat others with dignity, courtesy and respect.
- Respect the rights of their colleagues.
- Promote and encourage the achievement of equal opportunity.
- Comply with this policy and relevant laws and company standards and processes.
- Participate and assist in resolving any complaints.

Any employee or contractor who believes he or she has experienced a breach of this Policy is encouraged to make a complaint in accordance with this Policy.

**Simon Spitale**  
Director

**Angelo Spitale**  
Director

**APPROVED:**  
2<sup>nd</sup> January 2019  
Revision 0