

## **EEO, DISCRIMINATION and HARASSMENT POLICY STATEMENT**

It is Penrith Personnel's policy to take all reasonable steps to provide a positive work environment that fosters Equal Employment Opportunity and which is free from discrimination and harassment in the workplace. To maintain this policy, Penrith Personnel promotes the principles of merit and fairness in its employment practices, regardless of factors including gender, sexual orientation, age, race, ethnic origin or disability, for example.

You must treat everyone with whom you come into contact as part of your employment with respect and dignity. Any worker who is found to have harassed, discriminated against, bullied or victimised another worker or any other person will be subject to disciplinary action, which may include termination of employment.

Penrith Personnel also recognises that harassment, discrimination, bullying or victimisation can be delivered via the internet / social media and will make no distinction between unacceptable comment or content of any type, whether posted from the workplace or from outside the workplace after hours.

Harassment, discrimination or bullying can be (but is not limited to) the following:

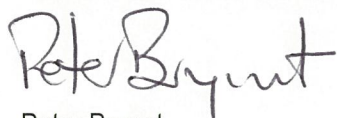
- giving persistent unwanted attention including sexual advances;
- crude or practical jokes, name calling, offensive gestures and / or yelling, swearing, intimidating, making direct or indirect threats;
- displaying offensive and/or sexually explicit material, pictures or objects, including images or text content posted on the internet or social media sites;
- touching, pinching or massaging;
- not supporting injured workers;
- making fun of people's differences including racist, sexist or ageist comments;
- deliberately ignoring or isolating people;
- continually criticising or belittling someone.

This behaviour and behaviour like it are not acceptable.

If you are being harassed, bullied or discriminated against, or have concerns about the treatment of any of your workmates and you need help to take action, you should notify your Consultant or the General Manager immediately so that the matter can be attended to. All such communications will be treated as confidential and dealt with promptly.

If you have a grievance with Penrith Personnel, you should raise the matter with your Consultant or the General Manager and if the grievance cannot be resolved it may be referred to Peter Bryant, Director. If the matter remains unresolved, you and Penrith Personnel may agree to refer the matter to The Fair Work Commission; alternatively you and Penrith Personnel may agree to the appointment of an independent third party to manage resolution processes which may include mediation and conciliation, the cost of which is to be shared between you and Penrith Personnel. All such communications will be treated as confidential and dealt with promptly.

In addition, for all Permanent Staff of Penrith Personnel (ie, Management, Consultants and Support Staff) – to manage any possibility of issues arising from the recruitment of friends, family and associates, either for permanent employment or for casual on-hire placements, it is Penrith Personnel's policy that any relationships with candidates must be made known in advance to your Manager or the Director, who may at their discretion re-assign that person's interview and assessment process.



Peter Bryant  
Director

Dated: 20 Feb 2013