



IMPACT EXECUTIVE SOLUTIONS PTY LTD
EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. Policy

- 1.1 Impact Executive Solutions is committed to the principles of equal employment opportunity and to providing a workplace that is pleasant and supportive for all Impact staff and candidates. Our practices adhere to all relevant state and federal legislation and are designed to provide fair and equitable treatment for both current and prospective staff.
- 1.2 Discrimination has no place in a fair and productive workplace. It affects the person discriminated against who may feel embarrassed intimidated, angry, humiliated, anxious or even afraid. Discrimination may also result in the loss of an opportunity.

2. Authority

- 2.1 This policy and procedure has the authority of Impact Executive Solutions Directors and must not be amended without their approval.

3. Definitions

Direct discrimination is being treated less favourably because of disability, race, religion, political opinion, sex, marital status, pregnancy, age, physical features, lawful sexual activities, personal associations or social background, gender identity, parental/carer responsibilities, breastfeeding in public.

Indirect discrimination may occur if an unreasonable condition, requirement or practice is imposed that has a disproportionate impact on a group of people due to their disability, race, etc.

Harassment is an unwanted behaviour and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence.

Harassment may be seen to have occurred if the behaviour makes the complainant feel:

- Offended and humiliated
- Intimidated or frightened and/or
- Uncomfortable at work

Sexual harassment occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person. Some examples include:

- Persistent, unwelcome demands or even subtle pressures for sexual favours or outings
- Leering, patting, pinching, touching or unnecessary familiarity and/or
- The public display of pornography physically or by the use of e-mail or the internet

4. Procedure

- 4.1 All allegations or inquiries related to discrimination / harassment will be dealt with quickly, professionally and by a qualified Impact Executive Selection representative. We acknowledge that those accused of discrimination / harassment also have their rights.
- 4.2 We are committed to eradicating all instances of victimisation and bullying in the workplace.
- 4.3 Impact Executive Selection prides itself on a workplace free of harassment and discrimination. We take active steps to ensure all temporary staff members work in an environment which engenders heightened staff morale, a greater sense of job satisfaction and a professional environment of mutual respect
- 4.4 Impact Executive Selection staff and contractors have the right to work in a discrimination / harassment free work environment. We educate all temporary and permanent staff to observe the rights of others to work in such an environment. If our temporaries have any queries or concerns with relation to equal employment and harassment in the workplace they are encouraged to immediately contact their Impact Executive Selection Representative.
- 4.5 We have examined our recruitment and selection policies and procedures, ensuring that they are fair and equitable. At all times we operate within Privacy principles.
- 4.6 During the interview process, Impact Executive Selection conducts competency-based interviews that are job-related, reliable, valid and non-discriminatory following a structured format.
- 4.7 Whilst working with our clients we comply with the recommended anti-discrimination policies in regard to:
 - Access to Interviews
 - Job Offers
 - Terms & Conditions of Job Offers
 - Terms & Conditions of Employment
 - Advertising
 - Preparation of Job Descriptions and Specifications

5. Implementation

All staff are responsible for the implementation of equal employment opportunity.

Coordination, implementation and advice on equity and diversity policies, practices and programs are the responsibility of the Directors of Impact Executive Selection, as is accountability for ensuring equal employment opportunity is implemented.

6. Review

- 6.1 This Equal Employment Opportunity Policy will be regularly reviewed to take account of any changes in how we work and changes in the legal requirements.
- 6.2 Next Review date will be July 2016.

7. References / Relevant Legislation

Federal

- 7.1 In accordance with Federal legislation of Australia, we adhere to the:
- Human Rights and Equal Opportunity Commission Act, 1986
 - Racial Discrimination Act, 1975
 - Disability Discrimination Act, 1992

State

- 7.2 In accordance with State legislation of Australia, we adhere to the:
- Anti Discrimination Act 1997

AUTHORISATION



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FURTHER INFORMATION

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