

Integrated Management System Equal Employment Opportunity and Anti-Discrimination Policy

Hix Group endorses the view that equality in employment opportunity and a discrimination free workplace are fundamental rights which must be applied to every aspect of work life. It is also good management practice, supported by legislation.

Equal Employment Opportunity (EEO) principles apply to conditions of employment, relationships in the workplace, the evaluation of performance and the opportunity for training and career development.

The Company believes that by promoting equality of opportunity in the work life of staff, the quality of services and workplace productivity will be enhanced.

The twin aims of EEO initiatives are on the one hand to promote employment policies and practices which are based on the principle of merit and on the other hand to introduce and pursue programs of affirmative action designed to assist people traditionally disadvantaged in the workplace because of discrimination or prejudice.

In summary, Equal Employment Opportunity involves:

- ✓ Merit-based selection.
- ✓ Ensuring that conditions of service and career opportunities are fair and equitable.
- ✓ Assisting all employees to achieve their full potential with respect to their positions.
- ✓ Ensuring that a discrimination free workplace exists.
- ✓ Ensuring equity of access to training and career development.
- ✓ Ensuring the organisation provides adequate financial and staff resources to meet these commitments.
- ✓ Valuing workplace diversity and maintaining cultural awareness in the workplace.
- ✓ Encouraging those from diverse background to consider employment with Hix Group and to ensure our advertising reach target resources.

EEO affirms the right to be fairly considered for a job for which one is skilled and qualified. It is the chance to compete with others and not to be denied fair appraisal or be excluded during this process by laws, rules, or attitudes. Merit based selection in recruitment is fundamental to EEO.

A policy of EEO means that the requirements and qualifications for any job must be carefully defined so that no one is excluded from consideration or disadvantaged by the application of irrelevant criteria.

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It is the policy of Hix Group Pty Ltd:

- ✓ To eliminate and ensure the absence of discrimination in employment on the grounds of race, colour, sex, sexual preference, carers' responsibilities, marital status, transgender, physical impairment, intellectual impairment, homosexuality, HIV/AIDS, age, pregnancy, religion, political opinion, national extraction, social origin, family responsibilities, union membership, non-membership of a union, temporary absence from work due to illness or injury, absence from work due to parental leave, participation in union activities outside working hours or with the employers consent during working hours, filing of a complaint against an employer due to an alleged violation of laws/regulations.
- ✓ To promote equal employment opportunity for people of non-English speaking background, Indigenous Australians, women, and people with a physical disability.
- ✓ To communicate the policies to persons within the Company through training programs to address and eliminate discrimination, harassment, and vilification.
- ✓ To review personnel practices within the Company (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices.
- ✓ To set goals or targets, where these may reasonably be determined, against which the success of this policy in achieving its objects may be assessed.
- ✓ To regularly review all organisational policies and practices to ensure consistency with this policy & provide a mechanism for investigation and redress at every level of the organisation in relation to any complaints.

Authorised Signatory:



Lea Hicks, Group General Manager

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