

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### 1. OVERVIEW

At Conversify, we are determined to ensure everyone gets a fair chance at work, and that everyone receives equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, skin colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (“Protected Characteristics”).

2. SCOPE AND ELIGIBILITY This policy sets out our approach to equal opportunities. It applies to all aspects of employment with us, from recruitment, pay and conditions, to training, performance review and promotion, discipline and grievance, and termination of employment. This policy applies in the office or away from it, when dealing with customers, suppliers or other work-related contacts, and on work-related travel or social events.

3. TYPE OF DISCRIMINATION It is against the law to discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. These are different forms of discrimination:

(a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant for this reason.

(b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a Protected Characteristic, and is not justified. For example, unjustifiably requiring a job to be full-time rather than part-time, which might adversely impact people with childcare commitments.

(c) Harassment: this includes sexual harassment and other unwanted conduct which has the purpose, or effect, of violating someone’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

(d) Victimisation: retaliation against someone who has complained or has supported someone else’s complaint about discrimination or harassment.

(e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### 4. RECRUITMENT AND SELECTION

We will carry out our recruitment and selection on the basis of merit, using objective criteria and without discrimination. Vacancies will be advertised as inclusively as possible to a diverse section of the labour market. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying. Shortlisting will be done by more than one person where possible, if necessary with the guidance of HR. Job applicants will be assessed on merit against objective criteria, and will not be assessed in any way on grounds related to a Protected Characteristic. For example, applicants will never be assessed on or questioned about pregnancy or plans to have children. Where there are exceptions to the above, for legitimate reasons, the impact of this will be minimised. For example, we will need

to verify a worker's right to work in Australia, or carry out equal opportunities monitoring. We might also need to ask an applicant about a disability, where it impacts on an essential part of the job, but questions will be limited to those necessary to see if any adjustments are needed, and job offers might be subject to a satisfactory medical check.

## 5. TERMINATION OF EMPLOYMENT

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory. We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## 6. DISABILITIES

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## 7. PART-TIME AND FIXED-TERMS WORK

Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions, on a pro-rata basis where appropriate, unless different treatment is justified.

8. BREACHES OF THIS POLICY We take a strict approach to enforcement of this policy, and any breaches will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. If you believe that you have suffered discrimination in accordance with this policy you can raise the matter with your General Manager or the Human Resources department. Complaints will be treated in confidence and investigated as appropriate. You will not be victimised or retaliated against for complaining about discrimination. However, if there is evidence of your making a false allegation deliberately or in bad faith this might be treated as misconduct and dealt with under our Disciplinary Procedure. Indigenous Support Policy