



EQUAL EMPLOYMENT OPPORTUNITY IN RECRUITMENT POLICY

The Company aims to attract, select, and appoint high quality people from a diverse applicant pool to successfully deliver objectives. The Company recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

This Policy is designed to support Equal Employment Opportunity (EEO) in recruitment. The Company aims to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

The EEO in Recruitment Policy is not incorporated into and does not form part of an employee's employment contract. Rather, it provides guidelines for employees and managers, and summaries of applicable legislation.

OUR OBJECTIVES

We recognise the value of and strongly support the principles of EEO in the workplace.

Our objectives are:

- To ensure fair treatment and non-discrimination in hiring and employment; and
- Ensure compliance with State and Federal legislation relating to EEO and discrimination.

We expect everyone to treat each other with respect and dignity. We promote the principles of merit and fairness in our employment practices. This means people are selected because they are the best person for the job regardless of sex, gender history, marital status, pregnancy, family responsibility, sexual preference, race, age, impairment, or religion.

The Company aims to recruit a diverse range of people with a diverse range of talents to help us achieve our goals.

The Company will aim to continually review and develop policies and procedures to ensure equal opportunity within our company for all our potential and existing employees in regard to selection, appointment, promotion, transfer, training, education and employment conditions.



UNLAWFUL DISCRIMINATION

Unlawful discrimination of any kind in the workplace will not be tolerated. The Company will take all necessary action to prevent its occurrence.

Specifically, the Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview, and selection procedures.
- Training.
- Promotion and career-development opportunities.
- Terms and conditions of employment, and access to employment-related benefits and facilities.
- Grievance handling and the application of disciplinary procedures.

RECRUITMENT AND SOURCING CANDIDATES

- The Company promotes principles of merit and fairness in employment practices.
- Every effort will be made to ensure that advertisements, role descriptions and recruitment activities are positioned to attract candidates from diverse backgrounds and will appeal to employees of all ages, of both men and women alike, and those returning from parental leave.
- Job advertisements and role descriptions should clearly set out the inherent requirements of the role including any inherent requirements such as physical or cognitive requirements, certifications, or licences.
- In the first instance, vacant roles will be advertised internally through email and on noticeboards to support career progression. Internal candidates need to inform their manager if they intend to apply, or have applied, for a vacant role within the Company.
- Internal candidates will be given an opportunity to attend an interview (or discussion) as a minimum standard with the hiring manager, even if they are not regarded as suitable, and provided with feedback for development purposes if they are unsuccessful in securing the role.
- Current managers will be kept informed of an internal candidate's progress, and provided with feedback if the candidate is unsuccessful, to enable them to provide follow up support for the candidate's development and career aspirations, as required.



- Where an internal applicant for the role cannot be sourced, it may be necessary to advertise externally, as an alternative to internal recruitment or in conjunction with internal advertising.
- Selection is merit-based and complies with our values, policies, and external regulatory requirements (e.g. [insert as applicable licensing requirements]).

SCREENING AND SHORT-LISTING OF APPLICATIONS

Selection criteria will be reviewed for each role according to the specific requirements of the role including, qualifications, licenses, knowledge, skills, and abilities applicable to that position.

All selection criteria will meet the legislative requirements of Equal Opportunity and Anti-Discrimination legislation.

Hiring decisions will be based on:

- The applicant's relevant qualifications, certifications, licenses etc.
- The applicant's previous employment and experience, skill set, knowledge and potential organisational and team fit
- The applicant's results relating from aptitude/psychometric testing (where applicable)
- The applicant's ability to obtain a satisfactory police check, pre-employment medical and, Working with Children Check (where applicable)
- Reference checks

Hiring decisions will not be based on:

- The applicant's nationality, country of birth or travel history
- The applicant's gender or sexual orientation
- The applicant's marital status or history, number of dependants or family situation
- The applicant's age
- Any other factor which contravenes Equal Opportunity or Anti-Discrimination legislation

An interview process will be determined by HR and the hiring manager. It is important that the same process be used for all the candidates interviewed for a position, so that they can be compared objectively and without bias or prejudice. Where possible, a diverse interview panel should be engaged, i.e.



mixture of male and females on the panel, mixed age groups, etc. Only job-related questions should be asked at the interview.

External applicants may be required to pass the following checks in order to be successful in gaining employment, dependent on the position requirements:

- Police Check
- Pre-Employment Medical Check
- Online Safety Assessment
- Evidence of legal Right to work in Australia
- Working with Children Check

Where required, employment offers are contingent on the above checks, and are only valid when the above checks have been proven successful.

OFFER OF EMPLOYMENT

Once HR have confirmed the documentation is in order, and the recruitment process is complete, a verbal offer of employment can be made to the prospective employee by either the hiring manager or HR.

Where applicable, the Company will consider:

- Where a candidate requests to work under a flexible working arrangement (such as part-time hours, non-standard hours, etc) the Company will consider whether the request can be accommodated in accordance with legislative requirements. Where possible, the Company will facilitate the applicant's personal and professional objectives and promote diversity in the workplace.
- Where a candidate has an impairment consider reasonable adjustments in the workplace to enable the person to have equal employment opportunity and to enable them to perform the requirements of the relevant job.

Upon acceptance of the verbal offer of employment, HR will prepare a contract of employment and provide to the new employee.

EQUAL OPPORTUNITIES MONITORING

The Company will carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.