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WORKPLACE DIVERSITY AND EQUAL OPPORTUNITY POLICY

PURPOSE

To demonstrate MaxiTRANS commitment to providing a workplace that encourages and celebrates diversity, enabling each employee to fully contribute to the organisation's success.

The Company believes that perspectives resulting from a diverse workforce promote innovation and business success, increasing productivity and competitiveness. In order for the business to attract and retain the best available talent and enable everyone to work effectively towards the achievement of our business goals, it will not allow intolerance, racism and social exclusion.

Diversity encompasses differences including but not limited to; gender, age, nationality, race, culture, sexual orientation, religious beliefs, social background, disability, family status, marital status, political opinions, physical and mental ability, experience and education.

SCOPE

This policy applies to all MaxiTRANS employees, contractors and visitors whether on site or off site because of their MaxiTRANS employment.

RIGHTS AND RESPONSIBILITIES

Equal Opportunity:

All applicants, staff, contractors and visitors are entitled to:

- decisions regarding recruitment, promotion transfer and training made on the basis of relevant skills, experience and other business needs, without bias or prejudice; and
- employment, benefits, facilities and services provided in a way that is free from unlawful discrimination.

Diversity:

All applicants, staff, contractors and visitors are entitled to:

- equity within our company;
- courtesy, dignity and respect;
- recruitment processes that are inclusive and value diversity;

All employees are responsible for:

- creating an environment in which other employees, contractors, visitors and customers are treated with courtesy, respect, dignity, fairness without discrimination or harassment;
- not using, causing, instructing, aiding or knowingly permitting another person to engage in discriminating or harassing behaviour in the workplace;

Managers and supervisors are responsible for:

- promoting a workplace free of employment practices that are biased or discriminate unlawfully against employees, potential employees, contractors, visitors or customers;
- promoting a workplace culture that values and encourages diversity;

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- ensuring all decisions are made in a fair and equitable manner;
- valuing and promoting the diverse skills and competencies of all employees and utilise these skills in ways that serve to enhance the performance of the organisation and improve individual job satisfaction;
- maintaining a working environment that is free from all forms of bullying, harassment and discrimination; and
- recognising the importance of balancing workplace and domestic responsibilities and priorities.

Executives are responsible for:

- promoting a working environment that encourages outstanding performance, co-operation, trust and mutual respect;
- ensuring fair and equal practice in relation to recruitment, promotion, salaries, career development and conditions of employment;
- ensuring diversity is considered when determining the composition of employees, senior management and the board; and
- undertaking programs, activities and services intended to promote social cohesion and participation, increase understanding, awareness and respect for difference, and build trust and co-operation among a diverse workplace.

The Board of MaxiTRANS will:

- set objectives for achieving diversity targets;
- monitor, evaluate and review targets; and

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Dean Jenkins

Date: 25-Oct-2017

A handwritten signature in blue ink, appearing to read 'Dean Jenkins', with a stylized, overlapping loop structure.

**Managing Director
MaxiTRANS**