

# Equal Opportunity Employment Policy

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## SCOPE

TDG Environmental (TDG) is committed to the principles of Equal Opportunity Employment (EOE) to ensure that employees receive fair and equal treatment in all aspects of their work.

TDG endorses and abides by the relevant legislation regarding the promotion of equal opportunity for all persons. This forms the basis for recruitment, employment terms and conditions, development, and promotion of all employees. We believe that as an employer we have a responsibility to eliminate any source of discrimination based on any factors not related to work performance. We also believe that all employees should be able to work in an environment free of discrimination and harassment of which is considered unacceptable forms of behaviour.

This policy applies to all employees of entities within TDG.

## POLICY

### 1. Guidelines

Equal Opportunity Employment (EOE) refers to employment practices that are designed so that existing and potential employees can compete for, or be awarded employment promotions, transfers, training and other employment related benefits on their merits without any reference to personal characteristics. In Australia, it is unlawful to discriminate against a person based on a particular characteristic.

Some examples are:

- Sex or Gender
- Race, Colour or Nationality
- Age
- Marital Status
- Physical, Mental, or Intellectual disability
- Sexual preference
- Pregnancy and Potential Pregnancy
- Family Responsibilities, Family Status, Carer Status
- Trade Union Membership
- Religious or Political Beliefs

### 2. Discrimination

Discrimination occurs when one person or group is treated less favourably than another due to an attribute or characteristic that is protected under legislation. Discrimination may be direct or indirect.

Indirect discrimination occurs when there is a particular requirement, condition or practice which appears to apply to everybody equally, but which has the effect of disadvantaging people with a particular characteristic and which is not reasonable in the circumstances.

### 3. Roles and Responsibilities

#### Human Resources

- Ensuring all existing and potential employees are made aware of their obligation's responsibilities and rights in relation to EOE.
- Identify matters which do not comply with the principles of EEO and addressing them as promptly and sensitively as possible.
- Ongoing support and guidance are provided to all employees in relation to EEO principles and practices.

#### Management

- Ensuring that the EOE principles, the Code of Conduct and underpinning legislation are applied in the workplace.
- Ensuring all decisions related to appointment, promotion and career development are made without regards to any matters other than relevant qualifications skills, relevant experience, and the individual's ability to perform the duties and requirement of the role as expressed in the Job Description.

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- Providing an environment which encourages equal employment opportunities and setting an example thru behaviour.
- Ensuing their team is aware of the TDG EOE Policy.
- If there is any uncertainty or clarity is required in relation to handling or resolving a grievance, or a suspected grievance, seek confidential advice from Human Resources.

## Employees

- Complying with the terms of the EOE policy and the Code of Conduct
- Treating all employees and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
- Promptly informing their managers if there has been a breach of the EOE Policy or Code of Conduct.

## 4. Disciplinary Action

After investigation, all proven breaches of this policy may result in disciplinary action. This may include retraining and/or formal warnings up to and including termination of employment.