

EEO, HARASSMENT & BULLYING POLICY

Infra Red Services are aware of current Australian legislation for Equal Employment Opportunity (EEO) laws and as such are by nature, fully committed to ensuring that all employees are able to come to work and successfully do their job in a place that is free from discrimination and harassment.

The management team agree to ensure they will remain competent in current Australian EEO laws and are aware that it is unlawful to discriminate against a person on the basis of a particular personal characteristic. Such unlawful grounds can include, but are not limited to;

- > Sex or Sexual Preference
- > Race, Colour, or Nationality
- > Age or Marital Status
- > Physical, Mental or Intellectual Disability or Capability
- > Pregnancy, Potential Pregnancy or Family Responsibilities
- > Trade Union Membership or Union/Industrial Activity
- > Religious or Political Beliefs

Consistent with this, Infra Red Services will;

- > Endeavour to ensure that in the implementation of all company policies and procedures, no discrimination will either take place or be tolerated, and that all employees will have equal access to opportunities within the organisation.
- > The basis of employment decisions will be based on sound reviews of the employee's skills, abilities and individual merit and not on their race, colour, creed or sexual orientation.
- > Strive towards a workplace that ensures all employees are treated fairly and given every opportunity to better their capabilities by promoting ongoing training courses in a variety of subjects which include EEO, What is Harassment and What is Bullying.
- > Ensure that through training and ongoing mentoring, employees are aware that sound EEO principals which include bullying, discrimination and/or harassment of any sort is illegal and will not be tolerated against any other employee, customer, client, visitor or other subcontractor.
- > Make it known that Infra Red Services is a bullying and violence-free workplace and will not tolerate any negative behaviour amongst the team.

Through the preparation and implementation of this EEO, Harassment and Bullying Policy, Infra Red Services also recognises that Aboriginal participation in the electrical service industry is of high value, and should be further promoted, and would like to employ Indigenous Australians where ever suitably possible to increase the knowledge base between service providers and historical natural land owners.

We hope that by encouraging these working relationships further, will help to reinforce our knowledge and commitment to making sure we do not harm the environment or heritage and archaeology of an Aboriginal site, and will be recognised as a service provider who takes a holistic approach to their workmanship.

The success of this policy is dependent on effective communication and consultation between all levels of management and their teams and maintaining a genuine commitment to the implementation and continual improvement of the Integrated Management System (IMS). The management team believe that all Infra Red Services employees and key stakeholders have a commitment to comply with this policy to ensure its successful outcome and as such, this policy will be reviewed annually and revised as necessary.

This policy will be enacted by:

- > Posting in a prominent location at head office
- > Provision to all current employees
- > Provision to all new employees as part of the induction process
- > Be made available to the general public and clients

Infra Red Services Management Team

Liam Mitchell (General Manager)
21st May 2018

Neil Otway (Operations Manager)
21st May 2018