



HR POLICY

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EEO AND DIVERSITY POLICY

DOCUMENT CONTROL

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1. OVERVIEW

It is Highpoint's policy to treat all employees fairly and equitably. Any distinction made between employees in the workplace will be based solely on merit and genuine occupational requirements. Highpoint is committed to creating and maintaining a work environment that ensures fairness, equity and respect for social and cultural diversity.

Highpoint Access & Rescue believes that each employee, contractor or visitor has the fundamental right to work in an environment free from discrimination, harassment and victimisation or any other objectionable conduct. Each employee, visitor or client is expected to treat others in the workplace with courtesy, dignity and respect. Highpoint Industries will not tolerate any form of objectionable conduct, whether unlawful or not.

2. DIVERSITY

Diversity in the workplace refers to, the uniqueness of, and differences between people at work. Diversity encompasses characteristics, such as; age, sex, gender identity, sexuality, religion, ethnicity, cultural background, relationship status, impairment, family responsibilities, and pregnancy. It also refers to other ways in which people are different, including their skills, knowledge, life and work experiences, education level, socio-economic background and perspectives. Workplace diversity involves recognising the value of individual differences and managing them in the workplace. Highpoint Industries aims to attract and retain the best people to do the job required irrespective of individual characteristics.

Highpoint Industries recognises the value and benefits to its business, employees and customers that can result from incorporating diversity into its workplace and business practices.

3. ATTRIBUTES

Highpoint and each of its employees and contractors should be aware that discrimination, harassment, victimisation, vilification and certain other objectionable conduct are also unlawful and prohibited. Legislation prohibits discrimination, harassment, victimisation, vilification and certain other forms of objectionable conduct, on the basis of the following attributes:

- Age;
- Breastfeeding;
- Family responsibility;
- Gender identity;
- Impairment;
- Lawful sexual activity;
- Parental status;
- Political belief or activity;
- Pregnancy;
- Race (includes colour, descent, ethnic origin, and nationality or national origin);
- Relationship status;
- Religious belief or activity;
- Sex;
- Sexuality;
- Trade Union activity;
- Association with, or relation to, a person identified on the basis of any of the above

attributes.

4. PROCESS

Any employee who feels that they have been subjected to discrimination, or not treated in accordance with this policy, should discuss their concerns with the relevant officer in accordance with the Grievance and Appeal Policy. Highpoint's Grievance and Appeal Policy is based on confidentiality, procedural fairness, protection from victimisation and prompt resolution. Any complaints of discrimination, harassment, sexual harassment, bullying or victimisation will be dealt with promptly, confidentially and without victimisation of those involved. Disciplinary action may be taken against employees who breach this policy. Breaches of this policy will be considered to be misconduct or serious misconduct, and in the most serious cases, may result in dismissal.

5. REVISION HISTORY

Revision Date	Section/Paragraph	Amendment