

Anti-Discrimination and Equal Employment Opportunity Policy

1. Purpose

- 1.1 LaserBond Limited ('LaserBond') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination.
- 1.2 LaserBond aims to ensure that when employment decisions are made, they are based on merit, not on attributes or characteristics that an individual may possess. LaserBond also tries to create a work environment which promotes good working relationships.

2. Scope

- 2.1 This policy applies to employees, agents and contractors (including temporary contractors) of LaserBond, collectively referred to in this policy as 'workplace participants'.
- 2.2 This policy is not limited to the workplace or work hours. This policy extends to all functions and places that are work related. For example: work lunches, conferences, Christmas parties and client functions.

3. EEO laws

- 3.1 Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

4. Discrimination

- 4.1 Discrimination occurs in the workplace when an employee or prospective employee is treated less favourably because of a protected attribute.
- 4.2 What is a protected attribute?
 - Race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction and social origin.

5. Indirect discrimination

- 5.1 Indirect discrimination occurs where an employer's policies or work practices are the same for everyone but place a particular employee or group of employees at a disadvantage.

6. Vilification

- 6.1 Vilification is behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion

7. Sexual harassment

- 7.1 Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated.

8. Bullying

- 8.1 Bullying is repeated, unreasonable and inappropriate behaviour directed towards an individual or group, which creates a risk to health and safety.
- 8.2 Please refer to the LaserBond Workplace Bullying policy for more information in relation to workplace bullying.

9. Victimisation

9.1 Victimisation is where a person is retaliated against or subjected to a disadvantage because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workplace participants must not retaliate against a person who raises a complaint or subject them to any detriment.

10. Rights and responsibilities

10.1 All workplace participants must:

- Understand and comply with this policy.
- Ensure they do not engage in any unlawful conduct towards other workplace participants, customers/clients or others with whom they come into contact through work.
- Ensure they do not aid or encourage other persons to engage in unlawful conduct.
- Follow LaserBond's Grievance/Complaint Procedure.
- Report any unlawful conduct they see occurring to others in the workplace.
- Maintain confidentiality if they are involved in the complaint procedure.

11. Breach of this policy

11.1 All workplace participants are required to comply with this policy at all times. If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors who are found to have breached this policy may have their contracts with LaserBond terminated or not renewed.

11.2 If a person makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined.

12. Complaint handling procedure

12.1 If a workplace participant feels that they have been subjected to any form of unlawful conduct contrary to EEO laws or this policy, they should not ignore it. LaserBond has a complaint procedure for dealing with these issues.

13. Confidentiality

13.1 LaserBond will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workplace participants in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, LaserBond will endeavour to take appropriate action in relation to the complaint.

14. More information

14.1 If a workplace participant is unsure about any matter covered by this policy, a workplace participant should seek the assistance of HR & WHS Coordinator.

