

## ANTI-DISCRIMINATION AND EEO POLICY

### Aim

Discrimination is unlawful under State and Federal legislation and Coastal Transport Services is committed to the principles of equal employment opportunity and to putting procedures into place to effectively deal with complaints of discrimination.

### RESPONSIBILITIES

Supervisors and managing staff have a responsibility to:

- Comply with this Policy/Procedure;
- Monitor the working environment to ensure that acceptable standards of conduct are observed;
- Model appropriate behaviour;
- Ensure that all employment, advancement and training decisions are consistent with this Policy/Procedure;

All employees have a responsibility to:

- Comply with this Policy/Procedure;
- Cooperate with the company in the event of an investigation;
- When appropriate, deal with sensitive information in a confidential manner

### POLICY

Coastal Transport Services will meet its obligations under the legislation by implementing procedures to ensure that no persons are discriminated against because of the following:

- Sex
- Marital or parental status
- Race
- Age
- Impairment
- Religion
- Direct or indirect discrimination against someone who is associated with any of the above
- Political belief or activity
- Trade union/industrial activity
- Lawful sexual activity
- Pregnancy or breastfeeding
- Physical features

Coastal Transport Services will not tolerate unfavourable treatment because of a protected personal characteristic including:

- Refusing employment
- Setting unfair terms of employment
- Denying or limiting access to promotion, transfer, performance bonus pay, training or any other benefits
- Sacking, retrenchment or demotion
- Unreasonable workplace policies/practices that are difficult for an employee to comply with because of their personal characteristic compared to other workers

Coastal Transport Services will ensure prompt action, observe the principles of natural justice, is taken if any worker feels they have been discriminated against.

Non-compliance with this policy will result in disciplinary action and workers may be legally liable for breaches of State and Federal Anti-discrimination/Equal Opportunity laws.

#### References:

*WHS Act and Regulations 2011*

*WorkSafe Victoria – Anti-Discrimination and EO Sample Policy*

*Equal Opportunity and Human Rights Commission – Information for Employers*