



EQUAL EMPLOYMENT OPPORTUNITY & ANTI-DISCRIMINATION POLICY

1.0. SCOPE

The Equal Employment Opportunity & Discrimination policy is applicable to all Workers of Glad Group.

Glad Group, comprising of:

- Glad Group Pty Limited | ABN 62 092 928 115
- Glad Cleaning Service Pty Limited | ABN 43 054 617 891
- Glad Security Pty Limited | ABN 122 097 590
- Glad Maintenance Pty Limited | ABN 85 127 522 481
- Glad Indigenous Pty Limited | ABN 13 648 519 957
- Auxus Pty Limited | ABN 12 655 147 292
- Unifyd Technology Pty Limited | ABN 86 923 901 715
- Glad Group NZ Limited | NZBN 9429 047 106 437

2.0. OUR COMMITMENT

Glad strives to be an Equal Employment Opportunity (EEO) employer. Glad endeavours:

- treat all Workers fairly, equally and with respect when decisions are made;
- provide a working environment that is free from discrimination, bullying and harassment;
- provide an effective procedure for complaints;
- treat all complaints in a sensitive, fair, timely and confidential manner;
- provide protection from any unlawful victimisation or reprisals;
- provide fair access to workplace opportunities and benefits;
- encourage the reporting of behaviour which breaches this policy; and
- promote appropriate standards of conduct.

2.1. Discrimination

Glad aspires to maintain a workplace that promotes equal opportunity for all persons, and through reasonable management action will endeavour to prevent unlawful discrimination from occurring in the workplace. All forms of unlawful discrimination are unacceptable and can lead to disciplinary action including termination of employment.

2.2. What is unlawful discrimination?

Unlawful discrimination may occur when a person is treated less favourably than another person because of that person's personal characteristics or attributes, or because that person belongs to a particular group of people, and includes:

- **Direct Discrimination:** treating a person (or group) less favourably than others on the basis of personal attributes or characteristics.
- **Indirect Discrimination:** a requirement, condition or practice that appears to be neutral, or the same for everyone, but which, in operation, results in a particular person or group being disadvantaged, and the requirement, condition or practice is not reasonable in the circumstances.

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Date of policy review: March 2022	Next revision date: March 2024	Associated Procedure: IBMS Manual	Electronic Updates Only - Printed Copies Are Not Controlled	Page 1 of 3	





Personal attributes and characteristics may include:

Age	Lawful sexual activity	Marital status
Disability/Impairment	Employment activity	Breastfeeding
Physical features	Political beliefs or activity	Pregnancy
Race	Religious belief or activity	Gender identity
Industrial activity	Sexual preference/orientation	Irrelevant criminal history
Family responsibilities	Personal association with someone who has or is assumed to have one of the attributes.	

2.3. Complaints Procedure

Glad encourages all Workers who feel they have been discriminated against to raise their concerns with Glad. A Worker should do so in accordance with the Grievance Resolution Policy.

2.4. Breach of this Policy

Consequences for breach of this Policy may include an apology, formal warning, counselling, dismissal, or other another form of disciplinary action deemed appropriate by management and/or People & Culture. Immediate disciplinary action may also be taken against anyone who unlawfully victimises or retaliates against a person who has complained of discrimination. Complainants that are found by Glad to be false, malicious, frivolous or vexatious may also be liable for disciplinary action up to and including dismissal.

3.0. LOG OF CHANGES

DATE	AMENDMENTS	AUTHORISED BY	REVISION
June 2018	Version 1	Nick Iloski	1
June 2020	Version 2	Nick Iloski	2
March 2022	Version 3	Christopher Errington	3

4.0. RELATED POLICIES AND PROCEDURES

Insert the name(s) of and links to related policies and procedures here

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5.0. CONTACT FOR QUESTIONS

Please contact the Head of People & Culture for any questions relating to this policy.

Authorised by:

Chief Operating Officer
Christopher Errington



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