



▲ HUMAN RIGHTS AND
EQUAL EMPLOYMENT
OPPORTUNITY POLICY

November 2019



▲ HUMAN RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

In all cases performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

The Company recognises that Human Rights and Equal Employment Opportunity are a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound Management practice.

The Company will not tolerate the use of child or forced labour, nor exploitation of children in any of its operations or facilities. The Company recognises this is a legal responsibility and endeavours to uphold standards and abide by the governing laws.

This policy has been designed to facilitate the creation of a workplace culture that maximises company performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

▲ GUIDELINES

Definitions

“*Child Labour*” is a term that includes the employment of a Child Worker or a situation where a Young Worker is exposed to hazardous work that is likely to jeopardise their schooling, health, safety or morals.

“*Child Worker*” is defined as someone who has not reached the age of 14 years and 7 months, or any higher age specified in local law for completing mandatory schooling or beginning full time work.

“*Discrimination*” occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; membership of a trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.

“*Human Rights & Equal Employment Opportunity*” is ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Responsibility

It is the responsibility of **Management** to ensure that:

- They understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace.
- All decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual’s inherent ability to carry out the job.
- The environment encourages equal employment opportunity and they set an example by their own behaviour.
- They will not employ children that falls into the definition as stipulated above, notwithstanding any national law or local regulation.
- Expectations are communicated to employees and customers, to have and uphold similar standards and abide by laws wherein they operate.
- All staff are aware of the Human Rights & EEO policy.

It is the responsibility of all **Employees** to ensure that:

- They treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

It is the responsibility of the **Human Resources Department** to ensure that:

- All Managers, supervisors and staff are aware of their obligations, responsibilities and rights in relation to Human Rights & Equal Employment Opportunity.
- Any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible.
- Ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice.
- Should violation of the Child Labour principles become known, the Human Resource Department will investigate to enforce compliance.

Guidelines

Managers must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individuals inherent ability to carry out the position. Any concerns or queries should be directed to the relevant Human Resources Representative.

Employees who believe they are being treated unfairly as a result of discrimination should follow procedures outlined in the Harassment & Discrimination Policy.

It is the responsibility of local Management and the Human Resource Department to implement and ensure compliance with Child Labour laws.

This policy is designed to ensure that the Company complies with all of its obligations under relevant legislation.

▲ BREACH OF THIS POLICY

Any employee found to breach this policy will be subject to disciplinary action, which may include counselling, warnings and/or termination of employment.

▲ FURTHER INFORMATION AND ASSISTANCE

Adherence to this policy will generally ensure compliance with BOOM's requirements and legislation. However, there may be instances where inadvertent breaches could occur. When in doubt users requiring assistance with interpretation of the policy, or who wish to report an incident, should contact:

Relevant Human Resources Representative