



### 1. Objective

Stewart & Heaton Clothing Company (S&H) is committed to equal employment opportunity as part of its vision for the future of the company. Equal Opportunity Employment (EEO) means that merit and equity will form the basis of all decisions that affect all staff of the company.

The company will ensure that all necessary resources and support will be available to ensure the successful application of this policy.

### 2. Application

This policy applies to all S&H employees, contractors and other personnel involved in activities pertaining to S&H operational activities.

The Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related.

The contents of this Policy apply to all workplace participants. However this Policy does not form any contract between any workplace participant and S&H. S&H reserves the right to vary, replace or terminate this Policy from time to time.

### 3. Policy

Stewart & Heaton Clothing Company (S&H) 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.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with the Equal Opportunity Act 2010, S&H does not condone any form of unlawful discrimination or vilification of a person on the basis of:

- Age
- Breastfeeding
- Carer Status
- Disability (including physical, mental and intellectual disability)
- Employment Activity
- Gender Identity
- Industrial Activity
- Lawful Sexual Activity
- Marital Status
- Parental Status
- Physical Features
- Political Belief or Activity
- Pregnancy (including potential pregnancy);
- Race (including colour, nationality, descent, ethnic, ethno-religious or ethnic origin)
- Religious Belief or Activity
- Sex
- Sexual Orientation
- Expunged Homosexual Conviction
- Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited).



## Equal Employment Opportunity Policy

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In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

This Policy is to be used in conjunction with the:

- Workplace Behaviour Policy
- Core Values Policy
- Affirmative Action Policy
- Staff Handbook

### 4. Strategy

Stewart & Heaton will achieve this Policy by:

- Promoting and supporting equal employment opportunity in all its activities and eliminating discrimination.
- Creating an environment characterised by respect where staff are able to work free from discrimination or harassment.
- Using non-discriminatory, inclusive languages in all official documents and encourage its use in the company.
- Ensuring the application of the merit principle in recruitment, selection, reclassification and promotion, assisted by using suitable job search options that embrace diversity in the wider community and encourage EEO.
- Affirmative action in the employment of Aboriginal or Torres Strait Islanders by directing all employment opportunities to “Indigenous Employment Australia” (specialists in the Employment of Aboriginal or Torres Strait Islanders) in parallel to other job search options.
- Providing equitable career development activities for all staff.
- Ensuring equitable access for staff to management and resources.
- Ensuring effective consultation with staff in the development and implementation of equal employment opportunity, forming part of their annual review process.
- Ensuring the accountability of managers for the implementation of the company’s equal employment opportunity policies and programs.
- Develop the potential of every employee.
- Ensure policies, procedures practices and behaviours are consistent with EEO principles.
- Augment employee morale and motivation by increasing staff confidence in the fairness of our human resource practices and access to employment opportunities.
- Ensure achievement of our objectives through our EEO program which includes the training of staff on EEO and related issues.
- Ensure all employees, contractors, consultants and visitors are educated in their individual and corporate responsibilities and rights relating to equal opportunity.
- Ensure that all managers support this policy and be responsible for upholding these objectives within their area of responsibility.
- Investigate and endeavour to resolve all complaints of discrimination and harassment.



### 5. Implementation

The attainment of these quality goals requires;

- Strong and responsive management and a united commitment from all staff.
- Proper planning and commitment from management and staff.
- Training of all staff at point of induction and repeatedly through their career with S&H on appropriate workplace behaviour.
- Appropriate disciplinary action taken when the S&H Workplace Behaviour Policy is breached to demonstrate that the company is proactive in the pursuit of Equal Opportunity.

Authorised By  
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