



## Affirmative Action Policy

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### 1. Overview

Stewart & Heaton Clothing Company (S&H) is taking positive steps, by means of systematic management programs to:

- Prevent discrimination against women in the workplace.
- Create employment opportunities for Aboriginal & Torres Strait Islanders.
- Create employment opportunities for the disabled.

The purpose of this document is to state S&H's position on Affirmative Action and to document the processes which will be adopted to ensure S&H is a true Equal Opportunity Employer.

### 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

S&H policies and practices will be reviewed regularly to ensure they provide adequate support for:

- The career progress of women in the future.
- Create employment opportunities for Aboriginal & Torres Strait Islanders.
- Create employment opportunities for the disabled.

S&H will consult our employees about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women, Aboriginal & Torres Strait Islanders and the disabled.

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.

### 4. Responsibility

It is the responsibility of the General Manager & Managing Director to ensure:

- The implementation of this strategy.
- Be available as a point of contact for information, advice or complaints.
- The continual review and development of the program.

### 5. Process

To ensure that S&H provides effective opportunities for women, Aboriginal & Torres Strait Islanders and the disabled, the organization shall:



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- Develop and review policies and practices regularly
- Analyse our employment profile and other work place statistics
- Consult employees about their needs.
- Establish appropriate targets. (See Appendix 1)
- Review the organisations performance against those targets.
- Ensure all the necessary facilities and services are available to assist in the employment of the disable. This could include but is not limited to:
  - Building Access
  - Disabled Amenities
  - Suitable Furniture etc....

### 6. 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.

### 7. Related documents

This Policy is to be used in conjunction with the:

- Workplace Behaviour Policy
- Core Values Policy
- Equal Employment Opportunity Policy
- Staff Handbook

Authorised By:  
Simon Stewart  
Managing Director

### Appendix 1:

#### **Employment Targets:**

Target objectives	Percentage of Total Work Force	Percentage of Management Team
Female Employees	50%	50%
Aboriginal or Torres Strait Islander Employees	3%	1%
Disabled	3%	1%