

Equal Employment Opportunity Policy (EEO)

Our most valuable asset is our people. Buildcorp provide equal employment opportunities to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations.

Equal employment opportunity means that all employees or prospective employees will have equal access to opportunities and benefits relating to employment, promotion and training. Equal Employment Opportunity ensures that all workplace practices are fair and equitable and free from bias, discrimination or harassment (ref: Policy TO152: Discrimination, Bullying and Harassment Policy)

Discrimination, harassment, victimisation or bullying in the workplace will not be tolerated under any circumstances. All complaints to management will be taken seriously and dealt with promptly (ref: Policy TO710: Dealing with Grievances) and could result in disciplinary action being taken against the offender, including termination of employment with Buildcorp.

Responsibility Statement

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

- ▼ all staff are aware of the Equal Employment Opportunity policy;
- ▼ all staff are aware of their obligations, responsibilities and rights in relation to Equal Employment Opportunity;
- ▼ any matter which does not comply with Equal Employment Opportunity is addressed as promptly and sensitively as possible;
- ▼ ongoing support and guidance is provided to all employees and managers in relation to Equal Employment Opportunity principles and practice.

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

- ▼ they understand and are committed to the principles and legislation relating to equal opportunity;
- ▼ all decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's fundamental ability to carry out the job;
- ▼ they provide an environment which encourages Equal Employment Opportunity and set an example by their own behaviour.

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

- ▼ they treat all colleagues with respect and professionalism without regard to non-relevant criteria or distinctions
- ▼ they elevate to management any acts of discrimination they witness against others.