

EQUAL OPPORTUNITY POLICY

Scope

Budget Workforce is committed to promoting equal opportunity. This policy sets out the business practices and principles that support this commitment.

Policy Statement

Budget Workforce recognizes its ethical and legal responsibilities to provide an equal opportunity workplace. These include:

- Providing a safe, respectful and flexible work environment.
- Ensuring that all recruitment and promotion decisions are based on the best qualified candidates who are able to perform the occupational requirements of the position.
- Providing equal opportunity without discrimination or harassment based on personal characteristics.
- Ensuring employees are treated fairly and respectfully and ensuring an environment free of bullying and harassment.

Training

All staff will be informed of this policy, including the consequences of any equal opportunity breaches, and who to speak to about equal opportunity issues. Training and support will also be provided at regular intervals.

Investigation

All reported issues will be assessed by the Managing Director as to whether an investigation is required.

Reports will be received in confidence and the person reporting the event will be protected from any adverse repercussions, provided that there is no evidence of malice.

Budget Workforce is committed to Equal Employment Opportunity (EEO) within its businesses.

We believe that EEO is important to ensure a fair and equitable workplace for all employees.

To achieve EEO, we will ensure:

- Employment, development and promotion of our employees are based on merit, qualifications and ability, not irrelevant or illegal factors.



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MATCHING THE RIGHT PEOPLE TO YOU

- Our workplace is free of harassment of any kind - we will not tolerate harassment based on sex, religion, race, gender, gender identity, sexual orientation, disability or any other form of harassment.
- Our workplace is free of discrimination - we will not tolerate discrimination based on any of the qualities mentioned above regarding harassment or on marital status, pregnancy, family responsibilities, political beliefs or lawful union activity.

We are focused on ensuring that all EEO issues reported to Budget Workforce will be investigated and resolved in a timely fashion, while maintaining the rights, and dignity of all parties.

Signed:

A handwritten signature in black ink, reading "Harjinder Singh", written in a cursive style. The signature is underlined with a single horizontal line.

Harjinder Singh
Managing Director
Budget Workforce Pty Ltd
Date:1st February 2021