



Anti-Discrimination and Sexual Harassment Policy

1. Purpose

Engineered Installations is committed to providing a workplace that is free from all forms of discrimination, harassment, sexual harassment, bullying, vilification, and victimisation. This policy outlines our commitment to equal opportunity, respectful behaviour, and compliance with all applicable Western Australian legislation.

We believe every individual has the right to work in an environment that promotes dignity, respect, inclusion, and fairness.

2. Scope

This policy applies to all:

- Employees (full-time, part-time, casual)
- Contractors, subcontractors, consultants
- Volunteers, trainees, and apprentices
- Clients, customers, and visitors

It applies in the workplace, during work-related activities (e.g. training, travel, events), and in all forms of communication (e.g. verbal, written, online).

3. Policy Statement

Engineered Installations does not tolerate:

- Discrimination on the basis of race, sex, sexual orientation, gender identity, age, disability, marital status, pregnancy, family responsibility, religion, political belief, national origin or any other attribute protected by law.
- Sexual harassment, including unwelcome sexual advances, requests for sexual favours, sexually suggestive comments, and other unwelcome conduct of a sexual nature.
- Workplace bullying, whether verbal, physical, or psychological.
- Vilification or victimisation related to a complaint or protected attribute.

4. Definitions

- **Discrimination** is treating a person less favourably based on a protected attribute.
- **Sexual harassment** is any unwelcome sexual advance, request for sexual favours, or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.
- **Bullying** is repeated unreasonable behaviour that creates a risk to health and safety.
- **Victimisation** occurs when someone is treated unfairly because they made, or are believed to have made, a complaint.

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5. Responsibilities

Management must:

- Lead by example and promote a culture of inclusion and respect.
- Take all complaints seriously and respond promptly and appropriately.
- Ensure this policy is communicated and enforced across the business.

Supervisors and Team Leaders must:

- Prevent and respond to inappropriate behaviour in their teams.
- Support affected individuals and ensure fair processes are followed.

Employees and Contractors must:

- Treat everyone with respect and dignity.
- Avoid discriminatory or harassing behaviour.
- Report inappropriate conduct they experience or witness.

6. Complaints and Reporting

All reports of discrimination, harassment, or sexual harassment will be treated confidentially, fairly, and without retaliation. Complaints can be made to:

- A supervisor or manager
- Human Resources (if applicable)
- An external authority (see below)

All complaints will be handled in line with our grievance procedure and may involve internal or external investigation, depending on the nature of the issue.

7. Breach of Policy

Breaches of this policy may result in **disciplinary action**, including termination of employment or contract. In some cases, breaches may result in **legal consequences** under applicable state or federal law.

8. Review

This policy will be **reviewed annually**, or sooner if required by changes in law, operations, or following an incident or complaint.

Relevant Legislation – Western Australia

This policy is guided by the following legislation:

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1. Equal Opportunity Act 1984 (WA)
2. Sex Discrimination Act 1984 (Cth)
3. Work Health and Safety Act 2020 (WA) – particularly in relation to psychosocial hazards
4. Fair Work Act 2009 (Cth) – protections against sexual harassment and adverse action
5. Criminal Code Act Compilation Act 1913 (WA) – in cases of assault or criminal harassment
6. Australian Human Rights Commission Act 1986 (Cth)
7. Industrial Relations Act 1979 (WA) (*if applicable*)
8. WA Public Sector Commission Equal Employment Opportunity Guidelines (*if in public sector*)

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