



Equal Employment Opportunity and Harassment Policy

1. Purpose

The purpose of this policy is to ensure that EIG provides a fair, safe, and inclusive workplace where all employees and applicants are treated with dignity and respect. This policy affirms EIG's commitment to eliminating unlawful discrimination, harassment, and victimisation in accordance with Western Australian legislation.

2. Scope

This policy applies to all EIG employees, contractors, labour hire workers, apprentices, trainees, volunteers, and job applicants at all worksites and offices.

3. Policy Statement

EIG is committed to:

- Creating a workplace culture that values diversity, inclusion, and equal opportunity.
- Making employment-related decisions based on merit, skills, experience, and genuine job requirements.
- Preventing and addressing unlawful discrimination, harassment, bullying, and victimisation.
- Complying with the **Equal Opportunity Act 1984 (WA)** and other relevant legislation.
- Promoting equal access to training, career development, and advancement opportunities.

4. Equal Opportunity Principles

Employment, training, and promotion decisions will be based on merit. EIG does not tolerate discrimination or adverse treatment on the basis of:

- Sex, gender, sexual orientation, gender identity, or intersex status
- Relationship status
- Pregnancy or breastfeeding
- Family or carer's responsibilities
- Race, colour, ethnicity, cultural background, or national origin
- Age
- Disability or impairment
- Religious or political conviction
- Trade union activity
- Spent convictions

5. Responsibilities

Management Responsibilities

- Ensure recruitment, promotion, and employment practices are free from bias and based on merit.

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- Take immediate and appropriate action to investigate and resolve EEO complaints.
- Provide employees with education and training on EEO rights and responsibilities.
- Lead by example in modelling respectful workplace behaviour.

Employee Responsibilities

- Treat colleagues, clients, and stakeholders with dignity, fairness, and respect.
- Refrain from discriminatory, harassing, bullying, or victimising behaviour.
- Report breaches of this policy or EEO concerns to their supervisor or HR.
- Cooperate with investigations into EEO matters.

6. Complaint Handling

- Complaints of discrimination, harassment, or victimisation will be taken seriously, treated confidentially, and investigated promptly.
- Employees making complaints in good faith will not be disadvantaged or victimised.
- Appropriate disciplinary action will be taken where breaches are substantiated.

7. Breach of Policy

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

8. Review

This policy will be reviewed annually, or earlier if workplace or legislative changes require.

Relevant Legislation and Guidance (Western Australia)

This policy has been developed in alignment with:

- Equal Opportunity Act 1984 (WA)
- Work Health and Safety Act 2020 (WA) – duties to provide a safe workplace, including protection from psychosocial hazards
- Fair Work Act 2009 (Cth) – protections relating to adverse action, workplace rights, and general protections

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