

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Girvan Waugh employs and provides services to a cross section of people from diverse social, political and cultural backgrounds in providing products and services to our clients. We aspire to recognise and benefit from the differences in experience and perspectives that our employees bring to the business.

Just as Girvan Waugh values diversity in managing project risk, diversity in the workplace adds value to our business decisions through different perspectives. The term diversity in the workplace recognises that individuals within the workforce differ from each other. As a result, they have a wide range of different needs, skills and experiences.

The essence of “equal employment opportunity” is to treat employees in a fair and equitable manner. This means that our employees can expect to be judged on their ability to do the job, with consideration to their communication skills, qualifications and experience, rather than assumptions about them because of different characteristics such as their sex, race marital status, disability, etc. It also means promoting a working environment free from sexism, racism, sexual harassment and other discrimination.

Girvan Waugh encourages diversity in the workplace, because diversity creates:

- effective adjustment to demographic and cultural changes;
- effective team membership and increased productivity;
- new approaches and ideas with a wider pool for recruitment selection;
- utilisation of employees’ overseas experience and qualifications;

We strive to give every job applicant / employee a fair go, recruiting and promoting on the basis of merit; i.e. the person who is most suited for the job on all aspects, will get the job. Recognising the rights of individuals to be free from discrimination and harassment based on applicable Federal and State legislation.

Under Federal and State legislation, Girvan Waugh will ensure that direct or indirect discrimination on the grounds listed in section 1 of this policy does not occur in its work environment or dealings with the public. Unlawful discrimination will not be tolerated by Girvan Waugh. Employees found engaging in discriminatory conduct will be subject to disciplinary action, including termination.

In relation to the Equal Opportunity for Women in the Workplace Act 1999, it is Girvan Waugh’s responsibility to ensure that its employment policies and practices do not discriminate against women and that employment decisions are based on the principle of merit. Girvan Waugh is committed to ensuring that the organisation’s employment practices, recruitment, selection and promotion procedures are based on the individual merit of applicants and the requirements of the job.

Senior Management have a responsibility to:

- ensure that acceptable standards of conduct are observed at all times;
- promote the Equal Employment Opportunity Policy;
- treat concerns seriously and ensure immediate action is taken to investigate and resolve them;
- Maintain confidentiality principles related to all complaints.

Employees may use the complaints procedure offered through relevant legislation. If dissatisfied with any procedural aspects of how his/her complaint has been handled, or is dissatisfied with outcomes of an investigation, he/she has redress to the Anti-Discrimination Commission.

Policy Review Date: August 2016

Directors Approval:



Michael Girvan



Warwick Waugh