



Policy	Equal Employment Opportunity & Anti-Discrimination
Reviewed	July 2023

Factory X and all employees and contractors are responsible for contributing to a working environment free of unfair discrimination and providing full support to Equal Employment Opportunity (EEO) commitment.

Factory X takes continual positive action to provide a working environment of non-discrimination in employment and opportunity and is wholly committed to the principles and practice of equal employment opportunities.

In accordance with the relevant State and Federal legislation, our policy aims to prevent discrimination on the basis of:

- Age;
- Gender identity, intersex status, sex or sexual orientation;
- Lawful sexual activity, sexual orientation or gender identity or vilification;
- Family or carer status;
- Pregnancy or potential pregnancy, breastfeeding;
- Marital or relationship status, spouse or partner identity;
- Race, colour, descent, national or ethnic origin, nationality, ethnoreligious origin, immigration; national extraction or social origin;
- Religious belief or activity;
- Political belief or activity;
- Physical features, disability, mental or physical impairment;
- Profession, trade, occupation or calling;
- Defence service obligations;
- Irrelevant criminal record, spent convictions;
- Irrelevant medical record;
- Member of association or organisation of employees or employers, industrial activity, trade union activity;

- Victimisation resulting from a complaint; or
- Personal association with someone who has, or is assumed to have, one of these characteristics.

Our EEO commitment aims to achieve fair practices and behaviour in the workplace, including:

- Recruitment, selection and promotion practices are open, competitive and based on merit according to the skills, qualifications, knowledge and effectiveness relevant to the position description. This means the best applicant is selected for the job;
- Access for all employees to training and development;
- Grievance handling procedures that are accessible to all employees and deal with workplace complaints promptly, confidentially and fairly;
- Communication processes to give employees access to information and allow their views to be heard;
- Management decisions being made without bias;
- No unlawful discrimination or harassment in the workplace, and
- Respect for the social and cultural backgrounds of all employees and customers.

All Management and employees have a role in ensuring our EEO policy is upheld.

Responsibilities include:

- Working to the best of your ability and providing quality service to customers;
- Recognising the skills and talent of other employees;
- Acting to prevent harassment and discrimination against others in the workplace;
- Respecting differences among colleagues and customers, such as cultural and social diversity;
- Ensuring organisational language, policies, and practices accommodate cultural and gender diversity; and
- Treating people fairly (i.e. without discrimination, harassment or bullying).

Reporting Discriminatory Behaviour

Any employee who believes that they have been subject to actions or words that may be discriminatory should take action as soon as possible.

In the first instance, the aggrieved employee should, wherever practical, attempt to resolve the matter with the employee/s or manager/s involved amicably. This involves raising the matter directly with the person concerned and advising them that the behaviour is unwelcome, unwarranted and makes the employee feel uncomfortable.

Where an amicable resolution cannot be achieved or is not practical for the employee to confront the person/s responsible, they should notify either their manager or HR. In such circumstances, the employee is required to lodge a formal written complaint/incident report, which includes the names of individuals concerned, details of the incident and the names of any witnesses present.

When a complaint has been formally lodged, the relevant Manager or HR will undertake an objective, confidential and thorough investigation, with a timely resolution of the complaint to be reached and will subsequently provide feedback to all parties involved.

The Company will not retaliate against any employee for filing a discrimination complaint or participating in an investigation and will not tolerate or permit retaliation by any manager or employee.

Any form of victimisation towards the employee making the complaint will not be tolerated.

Victimisation is where an employee subjects or threatens to subject another employee to unfair treatment because that employee has made a complaint against them or is involved in the complaint procedure. Victimisation can include physical, visual, verbal and non-verbal behaviour.

Disciplinary Action

Any employees involved in discriminatory practices will be subject to disciplinary action, which may include termination.

Other Policies

Employees are encouraged to read this policy in conjunction with other relevant Company leave policies, such as the Recruitment policy, Harassment & Bullying Policy, and Grievance and Disciplinary Policy.

Acknowledgement of Policy

By signing below, you (as an employee) acknowledge that you have read and fully understand the Factory X Equal Employment Opportunity & Anti-Discrimination Policy. You also agree that you have access to the documents to refer to.

Date	Store Code or Location	Name	Signature