

Equal Opportunity Policy

Ckorp Holdings | CH-POL-04 | Version 1.0
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Policy statement and scope

Ckorp Holdings is committed to equal opportunity, cultural inclusion, safety and security, and a workplace free from harassment and unlawful discrimination. This policy guides equal opportunity across all areas of the business, recognises the value of a diverse workplace and supports compliance with relevant federal and state legislation.

Definitions

Equal opportunity means fair consideration for employment and employment-related benefits, including training and development, without unlawful discrimination. Relevant attributes include race, colour, sex, sexual orientation, gender identity, intersex status, pregnancy, age, marital status, physical or mental disability, family or carers' responsibilities, religion, political opinion, national extraction, social origin and other attributes protected by applicable legislation. This list does not replace the applicable legal definitions.

Equal employment opportunity (EEO) aims to address past disadvantage by improving employment access and participation. The equity groups identified in this policy are women; Aboriginal and Torres Strait Islander peoples; people from non-English-speaking backgrounds; and people with disabilities.

Responsibilities

All employees must follow relevant policies and procedures and understand and apply equal opportunity principles.

Managers and senior staff are responsible for implementing equal opportunity practices, programs and training in their teams. They must work with the people designated by management to coordinate equal opportunity and employment matters. Management will identify the responsible people and required training and communicate these arrangements to staff.

Procedures

All employees are required to undertake equal employment opportunity training. Ckorp Holdings will:

- create and promote an environment free from discrimination and harassment;
- collect and analyse equal employment information to identify patterns affecting equal opportunity, consistent with applicable privacy requirements;
- develop and implement EEO programs to improve access and participation for equity groups;
- review policies and practices to support equal employment opportunity;
- set goals, targets and measures for equity groups; and
- comply with applicable state and federal discrimination and equal opportunity legislation.

Raising concerns

Employees may raise concerns with their manager or, where that is inappropriate, with a director or the person designated by management. Concerns will be addressed under the company's applicable complaint-handling procedures, with appropriate confidentiality and fair treatment. Employees must not be victimised for raising a concern in good faith or participating in a complaint process.