

EQUALITY & GENDER OPPORTUNITY POLICY

Policy Brief

To set out **Northerly Group Australia Pty Ltd and Northerly SDA Pty Ltd**'s principles in ensuring that we maintain a gender equity-based approach to all of our activities as per the Equal Opportunity 'Act' 1984.

Northerly Group Australia Pty Ltd and Northerly SDA Pty Ltd is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation in providing goods and/or services is also committed against unlawful discrimination of customers or the public.

Policy Purpose

- Provide equality, a fairness and respect for all in our employment, whether temporary, part-time, or full-time.
- To ensure fairness among all employees.
- Ensure that there is gender representation in all cross functional teams.
- Not unlawfully discriminate because of the Equal Opportunity 'Act' 1984 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination – this includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Northerly Group Australia Pty Ltd and Northerly SDA Pty Ltd.'s Commitment

- Encourage equality and diversity in the workplace as they are good practice and make business sense.
- Ensure we as a workplace provide equitable opportunities for its male and female employees and maintain an organisation culture which supports gender equity.
- Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities; Such acts will be dealt with as misconduct under the organisation's Complaints Procedure *QMS - 09*, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Michael Lawson – Managing Director

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