



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Tomax Logistics Australia Equal Employment Opportunity (EEO) Policy

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Authorised: Group Human Resources & Compliance Manager

PURPOSE

This Policy reflects Tomax Logistics' commitment to ensuring that the workplace is free of any unlawful discrimination, bullying and harassment. We are also committed to providing a safe and harmonious working environment for all employees where all members are treated with dignity, courtesy and respect.

SCOPE

This policy applies to all employees at Tomax Logistics and others that may come into contact with the organisation in a professional, training or job seeking capacity.

DEFINITIONS

Discrimination: is treating, or proposing to treat someone unfavourably because of a personal characteristic that is protected by the *Equal Opportunity Act 2010*.

The personal characteristics that are protected under the Act are:

- Age
- Breastfeeding
- Carer status
- Disability
- Employment activity
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Parental status
- Physical features
- Political belief or activity
- Pregnancy
- Race (including colour, nationality, ethnicity and ethnic origin)
- Religious belief or activity
- Sex
- Sexual orientation
- Personal association with someone who has, or is assumed to have any of these personal characteristics

Direct Discrimination: occurs if a person treats or proposes to treat a person with an attribute unfavourably because of that attribute.

Indirect Discrimination: occurs if a person imposes or proposes to impose a requirement, condition or practice:

- a) that has, or is likely to have, an effect of disadvantaging person with an attribute;
and
- b) that is not reasonable.

Sexual Harassment: occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

Bullying: is repeated, unreasonable verbal, physical, social or psychological behaviour directed toward a group or individual that creates a risk to health and/or safety

Victimisation: is when an employee is treated harshly or unfairly because they have made a complaint about discrimination or harassment.

Merit: assessing an individual's skills and abilities against the requirements of the job disregarding any personal characteristics which are irrelevant to the job.

PROCEDURE

If you feel that you are being treated unfairly or being discriminated against, please follow the grievance procedure and fill in the *Official Complaint Form (#20100211-019A)*. Please report the situation to your department manager or the HR Department. Any complaint or information provided will be treated confidentially and an individual reporting such concerns will not be victimised for doing so.

RESPONSIBILITIES

Employees are responsible for:

- Complying with what is outlined in this policy
- Ensuring that all members are treated with respect and professionalism
- Informing their department manager of potential breaches to the EEO policy

Managers are responsible for:

- Providing an environment which encourages EEO and lead by example
- Ensuring decisions made to selection, promotion and career development are based on merit
- Ensuring their department are aware of the EEO policy and their responsibilities, obligations and rights

The Human Resources Department is responsible for:

- Ensuring that any decisions relating to recruitment, selection, promotion and career development are based solely on merit
- Dealing with any EEO issues and addressing matters in a prompt and sensitive manner
- Providing support and guidance to all employees regarding EEO principles and practices

Consequences

All employees are expected to comply with the policy and help maintain a safe and pleasant working environment. Any form of discrimination or harassment in the workplace will not be tolerated by Tomax Logistics. Any complaints will be taken seriously and investigated in a fair and confidential manner. Anyone found responsible for inappropriate behaviour will be subject to Tomax disciplinary procedures.

References

- Equal Opportunity Act 2010
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009
- Equal Employment Opportunity Act 1987
- Human Rights and Equal Opportunity Commission Act 1986
- Workplace Gender Equality Act 2012
- Racial and Religious Tolerance Act 2001
- Corporate Code of Conduct
- Recruitment and Selection Policy
- Official Complaint Form