

## **EQUAL OPPORTUNITY, ANTI-DISCRIMINATION & HARASSMENT POLICY**

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Bitu-mill is committed to fulfilling both its moral and legal responsibility under Australian Equal Opportunity legislation, to provide staff, contractors, suppliers, customers and visitors with an open friendly working environment that is free of harassment and bullying which supports and respects differences and encourages growth and confidence of all employees.

### **Equal Opportunity**

Bitu-mill and members of staff will not unlawfully discriminate in our business dealings on the basis of:

- Gender (including Pregnancy)
- Physical Features
- Age
- Disabilities (physical/psychological)
- Nationality
- Marital Status
- Religious Belief
- Sexual Preferences

### **Harassment & Workplace Bullying**

Bitu-mill prohibits any form of harassment or workplace bullying by any individual i.e. staff or non-staff at any Bitu-mill work site. Harassment and Workplace Bullying can encompass a wide range of physical, written or verbal behaviour which can include:

- Physical, written or verbal abuse.
- Ethnic or racial insults, including derogatory jokes.
- Behaviour intending to provoke or humiliate another person.
- Offensive printed or electronic material.
- Unreasonable rudeness.
- Display of degrading photos/prints.
- Systematic targeting of another person.
- Unwelcome physical contact, sexual advances, jokes of a sexual nature, suggestions, innuendoes or requests for sexual favours.

Bitu-mill recognises that management have the overall responsibility and will investigate every complaint in a confidential, thorough and timely manner.

Bitu-mill will ensure that staff and subcontractors are provided with training to enable them to work towards ensuring that the requirements of this Policy are followed, and that all methods of work conform to the provisions of the Equal Opportunity Act 2010 and Statutory Requirements.

This Equal Opportunity, Anti-discrimination & Harassment Policy will be reviewed every two years or when there is a change in relevant legislation.



Signed:  
Stephen Hill  
General Manager

Date: 1 July 2016