

**Abrasion Resistant Materials Pty Ltd (A.R.M\*)** is committed to the provision of equal employment opportunity for all staff, which means that merit and equity will form the basis of all decisions that affect staff.

It is A.R.M\*'s objective to ensure the absence of discrimination in its recruitment and selection, promotions, staff development and training, wages and all terms and conditions of employment. These decisions will be made based on merit.

This means selection of the most proficient person having regard to the abilities, qualifications, relevant experience and personal qualities that are necessary for the performance of the position.

**Employees will not be discriminated against** based on : sex, sexual preference, pregnancy, marital status, nationality, race or racial origin, political or religious belief, age, disability, physical features or any other personal characteristic irrelevant to the work to be performed.

**This policy aims to ensure:**

- Fair practices in the workplace;
- Management decisions being made without bias;
- Recognition and respect for the social and cultural backgrounds of all staff and customers;
- Improving productivity by guaranteeing that:
- The best person is recruited and/or promoted;
- Skilled staff are retained;
- Training and development are linked to employee needs and customer needs; and
- The workplace is efficient and free of harassment and discrimination.

**Responsibilities**

To be effective, this requires the active participation of both staff and management.

All staff have the responsibility to:

- Work to their full capacity;
- Recognise the skills and talents of other staff members;
- Respect cultural and social diversity among colleagues and customers;
- Refuse to co-operate in, or condone any behaviour that may harass a colleague.

**Supervisors and Managers** have the additional responsibility of ensuring that:

- The work environment is free from all forms of harassment;
- Staff are provided with information that will assist them to carry out their duties;
- All staff members have an equal opportunity to:
- Increase skills to meet work demands;
- Attend training courses;
- Act in higher duties; and
- Apply for all available jobs.

When employees believe they may have been discriminated against on any of the above grounds, they are encouraged to raise the matter with their Supervisor or Human Resources.