

Equal Opportunity & Diversity Policy

Introduction

RFI is an equal opportunity employer and aims to provide a workplace that is free from discrimination on the grounds of protected characteristics, including race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction, or social origin, in addition to any other characteristics protected by State or federal legislation.

Your Entitlements

You are entitled to a workplace that is safe and free from discrimination of any kind. You are entitled to have all aspects of your work assessed based on merit and have access to workplace opportunities or benefits in accordance with your performance.

Where you believe you have been discriminated against, we urge you to raise this informally at first instance with management who will pursue this matter further. However, if you feel unable, or believe that it is inappropriate to raise the matter informally with management, you can address the matter formally in accordance with the Grievance Policy as contained in this handbook.

RFI will take all reasonable steps to ensure that fair, non-discriminatory decisions are made in respect to workplace opportunities and benefits, including:

- training and development opportunities
- promotional opportunities
- work allocation, shifts, rosters, hours of work and overtime
- salary levels and packages
- leave arrangements (of all types)
- pregnancy arrangements and maternity and parental leave
- performance assessment

To ensure this occurs at all levels, management are responsible for ensuring that:

- All employees and participants in the workplace understand this policy, and act in a manner which is consistent with this policy and the Code of Conduct.
- Fair and non-discriminatory decisions are always made, including when recruiting or promoting employees.

Where the conduct of an employee or participant in the workplace is inconsistent with this policy, appropriate action will be taken by RFI.

Your Responsibilities

Direct discrimination occurs where one person is treated less favourably than another because of a discriminatory characteristic.

Indirect discrimination occurs where an unreasonable requirement, rule or policy unfairly disadvantages a person or group with a discriminatory characteristic.





RFI does not tolerate discrimination in the workplace and will take all reasonable steps to ensure that employees, contractors, clients, customers, and others in the workplace are treated fairly and without regard to discriminatory characteristics.

RFI is likewise committed to ensuring that all employees and prospective employees have equal employment opportunities and are encouraged to make full use of their particular skills and abilities. You are responsible for ensuring your own behaviour does not discriminate against others, either directly or indirectly. It is your responsibility to respect the rights of others and never get involved in or encourage discrimination of any kind.

Procedure

Where you witness behaviour that you believe amounts to discrimination, or otherwise believe on reasonable grounds that discrimination is occurring in the workplace, you are required to report this directly to management as soon as possible.

Any such report will be treated in the strictest of confidence. However, any report which is misleading or vexatious will be viewed as serious misconduct in and of itself which will result in disciplinary proceedings and may result in the termination of your employment without notice.

