

## ***Introduction***

Giovenco Industries is committed to providing a work environment in which employees feel that they are a valued member of the organisation, that they are treated fairly, and are given recognition for their contribution to the Company's success. We also aim to provide an environment that fosters good working relationships.

The Company is committed to ensuring that all employees enjoy equal employment opportunity (EEO). This means that employees are treated fairly and equally when employment decisions are made and that unlawful discrimination does not take place.

## ***What is unlawful discrimination?***

Unlawful discrimination means treating a person less favourably because of a personal attribute they have which is covered by equal opportunity laws. Under equal opportunity laws, discrimination based on the following attributes is unlawful:

- Sex / sexuality
- Race, colour, nationality, descent, and ethnic, ethno-religious or national origin
- Family responsibilities (dismissal only)
- Disability
- Age
- Compulsory retirement
- Pregnancy
- Marital status
- Transgender
- Racial vilification
- Homosexual vilification
- HIV/AIDS vilification; and
- Transgender vilification

These attributes are in most cases irrelevant to employment decisions, and it is the Company's policy to ensure that they are not taken into account when employment decisions are made.

## ***Customers and clients***

Our clients and customers are also protected by the law from being discriminated against. All employees of Giovenco Industries are required to ensure that they treat customers fairly and do not discriminate against them on the basis of any of the above attributes.

### ***When does EEO apply?***

EEO applies to all aspects of the employment relationship, including: recruitment, promotion, employee benefits, conditions of employment, remuneration, transfer, discipline, training, work environment, supervision, termination of employment.

### ***Who is responsible for EEO?***

All employees have a responsibility for treating each other fairly and with respect. Managers, supervisors and employees all have a role to play in implementing EEO.

Managers and supervisors must ensure that they do not discriminate against employees, clients or customers when performing their jobs. If they observe discrimination they should take appropriate steps to stop it. Individual employees must also ensure they do not discriminate against other employees, customers or clients.

### ***What happens if you have been discriminated against?***

If you feel that you have been discriminated against you should talk to your manager or the Managing Director; they will tell you what your options are; or use the Company's Grievance Handling Policy to make a formal complaint. Any complaint will be dealt with seriously and sympathetically. Confidentiality will be respected at all times. It is important that you come forward with any complaint you may have. This will ensure that your rights are protected and that other employees are also not subjected to the same discriminatory treatment. All reasonable attempts to resolve the matter satisfactorily will be made in-house.

If you are not satisfied with the manner in which your complaint was dealt with by the Company, you have the right to take it to an external agency.

Paul Giovenco



**Group Managing Director**

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