

# Equal Opportunity Policy

## Purpose

PERSOL | Programmed is committed to fostering a workplace culture grounded in fairness, respect, and inclusion. We uphold the principles of Equal Employment Opportunity (EEO), ensuring that employment decisions are based on merit, such as demonstrated skills, qualifications, experience, and performance. Personal attributes unrelated to job requirements are not considered.

In alignment with anti-discrimination legislation, we do not tolerate discrimination in any aspect of employment. This includes recruitment, promotion, training, compensation, and termination.

At PERSOL | Programmed, we take pride in providing equal employment opportunities to everyone, regardless of their race, ethnicity, beliefs, religion, marital status, gender, gender identity, citizenship status, age, background, or disability. Accordingly, the purpose of this policy is to reinforce our commitment to the creation and maintenance of a diverse workplace where equality, respect, and consideration for one another are the norm.

## Scope

This policy applies to all employees (including full time, part time, casual, fixed term contract and permanent) within PERSOL | Programmed, as well as subcontractors, clients, and visitors.

## Definitions

Equal Employment Opportunity (EEO) – is based on the principle of merit. Therefore, PERSOL | Programmed policies, practices and decisions are based on principles of merit, such as demonstrated skills, competence, potential, qualifications, ability and performance.

Closely aligned to the principles of EEO is the various anti-discrimination legislation, which demands that employers do not discriminate against individuals in their employment on the basis of prohibited grounds, including, but not limited to:

- Sex.
- Race.
- Marital status.
- Disability (physical and intellectual).
- Age.
- Pregnancy and potential pregnancy.
- Sexual orientation.
- Lawful sexual activity.
- Gender history, gender identity, gender reassignment, transgender, or transsexual status.
- Carer status or family responsibilities.
- Religious beliefs and/or activities.
- Ethical beliefs and/or activities.
- Breastfeeding.
- Physical features.

- Irrelevant criminal record.
- Political belief or activity.
- Trade union membership and industrial activity.
- Racial harassment or vilification.
- Colour.
- Sexual harassment.
- Relationship status.
- Irrelevant medical record.
- National extraction.
- Origin.
- Nationality.
- Profession, trade, occupation or calling, employment status.
- Victimisation.
- Having had one of the preceding attributes in the past; and
- Personal association with someone who has one or more of the preceding attributes.

## Policy

At PERSOL | Programmed we have zero tolerance for any form of discrimination or harassment against our employees by their peers, supervisors, customers, or vendors. This assurance is also reflected in our policies regarding recruiting, advertising, hiring, placement, promotion, training, transfers, payments, benefits, termination and any relevant privileges, terms and conditions of employment.

As an **Equal Opportunity Employer**, PERSOL | Programmed believe that equal opportunity should and does apply to everyone and we do this by:

- Endorsing and complying with all applicable laws, rules and legislation regarding the promotion of equal opportunity for all persons that prevent discrimination based on prohibited grounds.
- Implementing systems that support all employees being able to work in an environment free of any form of discrimination and/or harassment.
- Eliminating any source of discrimination based on factors not related to work performance in all recruitment and employment-related activities, where any factor that is not relevant to the individual's ability to perform the job to the Company's satisfaction is discarded.
- Understanding that it is especially important for people in groups that have historically been subjected to unfair treatment in the workplace. While employment and promotion decisions are based on merit, we are committed to ensuring that all qualified applicants and employees are treated equitably and without discrimination. This includes actively addressing both conscious and unconscious bias in our employment practices.
- Reinforcing that any form of discrimination and harassment are unacceptable, and will not be tolerated under any circumstances. It does not matter whether someone intends to treat another less favourably or in a discriminative manner, nor does it matter whether the discrimination is direct or indirect.
- Actively seeking to identify and eliminate any discriminatory employment practices, both direct and indirect, and continuing to strive to maintain a workplace free of harassment.

## Responsibilities

It is the responsibility of:

- Each **employee** to respect the rights of their fellow employees and to support and promote the achievement of equal opportunity.
- Each **manager and supervisor** are responsible for the implementation and application of this policy within their team.
- Our **executives, management and supervisors** are responsible for communicating this policy to all employees, suppliers and contractors, and raising awareness of our pursuit towards EEO and the quality of standards in everything we do.

## Policy Actions

### Affirmative actions

PERSOL | Programmed will take reasonable and proactive steps to improve employment, education, and promotion opportunities. These efforts aim to remove barriers to equal employment opportunity and foster a more inclusive workplace.

### Response action

Employees have a range of informal and formal options available to address concerns relating to this policy. Any grievance or complaint regarding alleged discrimination will be managed in accordance with the Grievance Resolution Guideline.

### Disciplinary action

If a claim of discrimination is substantiated, PERSOL | Programmed will assess the matter and take appropriate disciplinary action based on the circumstances of the individual case. This may include, but is not limited to, termination of employment.