


<b>POLICY</b>	HR05	
<b>ISSUE NO:</b> <b>ISSUE DATE:</b> <b>APPROVED BY:</b> <b>AUTHORISED BY:</b>	D 23/6/2011 Lisa Bremner Steven Davies	

## 1. INTRODUCTION

Colorpak Limited and Colorpak NZ Limited (Colorpak) is an equal opportunity employer and actively promotes good management and employment practices. Colorpak supports the concept of equity, equal opportunity and diversity in employment and is committed to compliance with both the letter and the spirit of relevant Federal and State Legislation (Australia) and National Legislation (New Zealand). Colorpak believes all employees should be treated with respect, dignity and fairness.

## 2. OBJECTIVES

The objectives of this Policy are to ensure:

- a harassment and discrimination free work environment for all employees, contractors and visitors of Colorpak
- employees are not treated less favourably on the basis of an irrelevant characteristic during the course of employment that is to ensure that employment is based on the principle of merit.

## 3. SCOPE

This Policy applies to anyone considered a workplace participant. A workplace participant will include:

- All employees of Colorpak (including casuals)
- Contractors
- Employees from another company who come into the workplace to perform a service
- People who work in the same building but for different employers.


## 4. REFERENCES

- Recruitment Policy
- Grievance Resolution Policy
- Anti-Harassment and Anti-Discrimination Policy
- IT Policy
- Privacy Policy
- Retirement Policy
- Various Colorpak policies and procedures.

## 5. APPLICATION

Colorpak has a legal and moral obligation to take action which identifies and removes discrimination against all job applications, employees, contractors and all persons in the workplace through non-discriminatory employment and management practices.

This Policy applies to the advertising of jobs, recruitment and appointments, training, conditions of work, pay and every other aspect of employment from board level personnel to all current and future employees. This Policy also applies equally to the treatment of Colorpak's customers, contractors and suppliers.

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In line with the terms of this Policy, when using labour hire or temporary staff Colorpak will request that the agencies being used apply non-discriminatory screening and interviewing processes to ensure selection is from a diverse pool of candidates. This provides a far better opportunity for Colorpak to employ the best person for the position.


The following is a list of the grounds of harassment and or discrimination that apply:

- Race (including colour, descent, nationality, national extraction, social origin, ethnic, ethno-religious or national origin)
- Racial vilification
- Immigration; sexual harassment
- Marital status
- Pregnancy
- Potential pregnancy
- Family responsibilities and status as a parent or carer
- Disability (including mental, physical, intellectual or psychiatric)
- Religion
- Political opinion
- Age
- Medical record
- Criminal record
- Sexual preference / sexual orientation
- Trade union activity
- Industrial activity
- Lawful sexual activity
- Physical features
- Breastfeeding
- Gender identity
- Personal association with a person with any of the above characteristics.

There are various exceptions and exemptions to the grounds listed for discrimination under both Federal and State Legislation (Australia) and National Legislation (New Zealand). These exceptions and exemptions generally apply to:

- genuine occupational requirements
- the ability of a person to perform the inherent requirements of the position
- the necessity to protect public health
- special measures intended to achieve equality
- acts performed in direct compliance with legislation or a court order
- acts done in direct compliance with an award or enterprise agreement

Colorpak may exercise its right to rely on any of these exemptions as required.

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## 6. RIGHTS AND RESPONSIBILITIES

Colorpak has the right to expect all workplace participants to co-operate and to exhibit behaviour consistent with its Policies, particularly this policy and the Anti-Harassment and Discrimination Policy.

Colorpak in support of its commitment to equity, equal opportunity and diversity in employment will:

- provide a procedure to investigate complaints of harassment and discrimination confidentially, objectively and in a timely manner
- ensure victimisation does not occur
- treat all workplace participants fairly
- ensure its Anti-Discrimination and Anti-Harassment Policy is regularly reviewed and communicated to all workplace participants
- provide all employees with anti-harassment / anti-discrimination training (including refresher training from time to time)
- provide trained contact officers to support employees through the complaint resolution process
- Make a statement as required in its Annual Report on the gender, ethnic, age and cultural diversity of its business.

The National HR Manager has the right to a harassment and discrimination free work environment and senior management support when investigating complaints of harassment and discrimination, and senior management support in the implementation of anti-harassment and anti-discrimination related programs in the workplace.


### **The National HR Manager has the responsibility to:**

- promote and develop a harassment free work environment
- investigate any complaints of harassment and discrimination
- treat all complaints of harassment or discrimination confidentially
- remain impartial if involved in complaint handling.

Supervisors and Managers of Colorpak have the right to a harassment and discrimination free work environment and senior management support when investigating complaints of harassment and discrimination.

### **Supervisors and Managers have the responsibility to:**

- follow appropriate procedures for investigating complaints of harassment and discrimination if a complaint is made to them
- promote and develop a harassment and discrimination free work environment.

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Employees of Colorpak have the right to a work environment free of harassment and discrimination and the right to confidential, timely and objective investigation of any complaints of harassment or discrimination.

#### Employees of Colorpak have the responsibility to:

- report any incidents of harassment or discrimination they may see happening around them to an appropriate manager or supervisor
- ensure they do not victimize any person involved in a complaint of harassment or discrimination
- ensure that if involved in complaints, confidentiality is maintained
- treat all workplace participants fairly and with respect.

## 7. GRIEVANCES AND RESOLUTION PROCEDURE

A grievance is any type of problem, concern or complaint related to work or the work environment. A grievance may be about any act, omission, situation or decision that appears to be unfair, discriminatory or unjustified. This includes sexual, racial and disability harassment incidents.

Colorpak has implemented a Grievance Resolution Procedure which may be used by a workplace participant to complain about discriminatory conduct. The full details of the Grievance Resolution Procedure can be found in the Colorpak Grievance Resolution Policy.


Colorpak's Grievance Resolution Procedure is:

- **Completely Confidential.** Only the people directly involved in making or investigating a complaint will have access to information about the complaint. Other employees or managers may be involved (eg. as witnesses) but only on a need to know basis.
- **Impartial.** Both sides have a chance to tell their side of the story. No assumptions will be made and no action will be taken until all relevant information has been collected and considered.
- **Free of Repercussions.** No action will be taken against anyone for making a complaint or helping someone make a complaint provided the complaint is made in good faith. Management will take all necessary steps to ensure that no victimisation occurs against anyone who makes a complaint or is involved in a complaint.
- **Timely.** All complaints will be dealt with as quickly as possible.


## 8. EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE

Colorpak supports the principles and the law of equal opportunity for women. These are:

- to promote the principle that employment for women should be dealt with on the basis of merit
- to promote, amongst employers, the elimination of discrimination against and the provision of equal opportunity for, women in relation to employment matters
- to foster workplace consultation between employers and employees on issues concerning equal opportunity for women in relation to employment.

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Colorpak takes its responsibilities in relation to EEO for Women very seriously and encourages all employees to participate in a manner that reflects these principles. Colorpak will monitor the composition of its workforce and job applicants to identify any real or perceived inequities.

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## 9. DISCIPLINARY MEASURES

Any employees who harass, or discriminate against other workplace participant(s) on any of the grounds mentioned in this Policy will be subject to disciplinary action as provided for in the Colorpak Discipline Policy.

Last issue	Issued on	Details of change	Written / Modified by:
This issue: D	23/6/2011	Formatting	Lisa Bremner
C	29/7/2010	Updated procedure	Lisa Bremner
B	8/5/2008	Updated procedure	Lisa Bremner
A	24/11/2006	New Issue	Lisa Bremner