

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of Contour Systems Pty Ltd trading as Contour College to manage its operations with a positive awareness of the spirit and intent of anti-discrimination and equal employment opportunity legislation. Discrimination means to single out one person (or group of persons) and deny them equal and fair treatment in employment and training opportunities on the grounds other than those relevant to the job or training requirements.

The management and staff of Contour Systems are committed to ensuring that this policy is based on the following principles:

All employees are employed on the basis of merit and are entitled to work in an environment free of harassment and victimisation.

To employ the best qualified person for the available employment position without regard to their race, colour, nationality origin, gender, marital or parental status, religion, political conviction, irrelevant impairment / disability, sexual preference or their associations.

All applicants applying for vocational educational & training programs will be recruited in line with curriculum specifications and be entitled to be training in an environment free of harassment and victimisation.

To conduct performance appraisals against key performance indicators and where available promote employees on the basis of objective assessment and identification of their potential

We encourage the support of our employees and invite their participation in this program

As a Company aware of the changing values and attitudes to employment, we aim to develop and/or participate in training and employment opportunities for disadvantaged groups.

### **Rehabilitation**

Our company will provide support and assistance to injured staff, through an assessment of a workplace program to enable staff to return to work as quickly as possible. The Company also makes sure no staff members are discriminated against because of a work related injury or illness.

### **Smoking in the Workplace**

It is the policy of this Company that staff members are not permitted to smoke in the Company premises, company motor vehicles for reasons of health and safety.