



ANTI-DISCRIMINATION POLICY

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- b) using the documents or data for any purpose not agreed to in writing by i24s.

1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

At i24s, we respect and value our employees, clients and other stakeholders, and are committed to finding ways to actively support and encourage a diverse workforce and inclusive workplace for today and in the future.

The purpose of this **Anti-Discrimination Policy** (“Policy”) is to establish a workplace in which all individuals are supported, respected, and connected.

2 INTRODUCTION

As a Group that values human rights, we honour the unique skills, competencies, and insights of people that represent the communities we serve. In addition to this Policy, our Code of Conduct sets out a common framework for how we expect our people to behave and do the right thing.

By employing people from diverse backgrounds and enabling everyone to bring their differences, skills, experiences and perspectives to work, i24s is well equipped to deliver valuable solutions to our clients.

We acknowledge and respect the fundamental human rights of our employees, officers and sub-contractors, as well as all individuals we engage with, either directly or indirectly. This is evident in our actions and our participation in voluntary initiatives, such as the United Nations’ Global Compact and other corporate policies.

3 SCOPE

This Policy applies to all Group employees, officers and sub-contractors. When we say “we”, “our” or “us” we are referring to everyone at the Group.

Where appropriate, we will also encourage our clients, joint venture partners, stakeholders and suppliers, including non-i24s employees working for, or representing, i24s on project sites, and community stakeholders to respect this Policy.

4 RIGHTS AND RESPONSIBILITIES

Employees of i24s are entitled to:

- recruitment and selection decisions based on merit and not by personal characteristics;
- work free from discrimination, harassment and bullying;
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised; and
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

Employees of i24s are required to:

- follow the standards of behaviour outlined in this Policy;
- offer support to people who experience discrimination, bullying or harassment, including providing information about how to make a complaint;

- avoid gossip and respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect.

The Group is required to:

- model appropriate standards of behaviour in accordance with all i24s policies;
- take steps to educate and make employees, clients and suppliers aware of their obligations under this Policy and legislation;
- intervene quickly and with a duty of care when they become aware of inappropriate behaviour;
- listen impartially to complaints, encourage informal resolution and act fairly to resolve issues;
- refer formal complaints and breaches of this Policy to the Co-Founders/officers and Executive Directors; and
- maintain confidentiality and ensure complainants are not victimised.
- ensure that recruitment decisions are based on merit and that no conscious or unconscious bias is applied; and
- consider requests for flexible work arrangements.

5 LEGISLATION AND STANDARDS

i24s complies with Australian and international legislation and requirements surrounding human rights, diversity, inclusion, equality, discrimination, bullying, harassment and equal opportunity. This includes various legal frameworks to help ensure people are not unfairly disadvantaged on account of traits such as race, ancestry, ethnicity, citizenship, creed, colour, age, physical features, sex, sexual orientation, lawful sexual activity, gender identity and expression, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, industrial activity or trade union membership, affiliation, or military status.

Discrimination, bullying and sexual harassment are unacceptable at i24s and are unlawful under legislation including:

- Sex Discrimination Act 1984 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Age Discrimination Act 2004 (Cth); and
- Australian Human Rights Commission Act 1986 (Cth).

Equal opportunity legislation protects the right to equal opportunities in the workplace for all employees, and is aimed at preventing discrimination and sexual harassment, and promoting gender equality, amongst other things.

Employees who are found to have engaged in such conduct may be counselled, warned or disciplined.

Severe or repeated breaches can lead to formal disciplinary action including termination of employment. Employees can be held personally liable for certain breaches of discrimination law, and i24s can also be liable for our employees' conduct.

6 DISCRIMINATION

Discrimination, bullying and sexual harassment are unacceptable at I24S and are unlawful under federal legislations identified above and relevant state laws.

Employees, including managers and supervisors, found to have engaged in such conduct may be counselled, warned or disciplined. Severe or repeated breaches can lead to formal disciplinary action including termination of employment. Employees can be held personally liable for certain breaches of discrimination law, and i24s can also be liable for our employees' conduct.

Direct discrimination is treating or proposing to treat a person with an attribute unfavourably because of race, ancestry, ethnicity, Indigenous culture, citizenship, creed, colour, age, physical features, sex, sexual orientation including LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, questioning), lawful sexual activity, gender identity and expression, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, industrial activity or trade union membership, affiliation, or military status.

Workplace discrimination can occur in recruitment and talent selection; the terms, conditions and benefits offered as part of employment with i24s; and training offered or withheld.

7 HARASSMENT

A person may unlawfully harass another person if he/she they/them make that other person (another employee or a client and/or supplier organisation or the public) feel offended, humiliated or intimidated. This may involve inappropriate actions, behaviours, comments or physical contact that is objectionable or causes offence.

Examples of harassment can include behaviours such as:

- telling insulting jokes about a person's attributes;
- sending explicit or sexually suggestive emails;
- displaying offensive or pornographic posters or screen savers;
- making derogatory comments or taunts about someone's race, religion, gender, etc.; and
- asking intrusive questions about someone's personal life, including their sexual orientation.

8 SEXUAL HARASSMENT

Under the Fair Work Act, sexual harassment in the workplace happens when an employee:

- makes an unwelcome sexual advance;
- makes an unwelcome request for sexual favours;
- engages in other unwelcome conduct of a sexual nature;
- offends, humiliates, or intimidates another person; and
- causes a risk to another person's health and safety.

9 BULLYING

Bullying is a significant workplace health and safety issue which can cause harm to a person's physical and psychological wellbeing. i24s has a responsibility and duty of care to its employees to ensure a healthy and safe workplace is maintained, free of bullying.

The Australian Government defines bullying at work when: a person repeatedly behaves unreasonably towards another employee or group of employees; and the behaviour creates a risk to health and safety.

Examples of bullying include:

- behaving aggressively towards others;
- teasing or playing practical jokes;
- pressuring someone to behave inappropriately;
- excluding someone from work-related activities or events; and
- unreasonable work demands.

10 EQUAL EMPLOYMENT OPPORTUNITY

i24s' recruitment approach reflects our purpose, strategy and Code of Conduct.

We apply merit-based recruitment and selection practices to attract people to our business.

In addition, we aim to ensure the most suitable applicant is chosen for the role on merit and in a transparent, timely, equitable and efficient manner, free from conflict of interest.

Disability needs to be reasonably accommodated in the workplace. For recruitment purposes, any identified disability requires i24s to consider whether we can reasonably accommodate the disability in the workplace, and to do so if this can be achieved.

11 REASONABLE MANAGEMENT

i24s considers it reasonable management for a supervisor to:

- make decisions about poor performance;
- take disciplinary action; and
- direct and control the way work is conducted.

Bullying does not cover situations where it constitutes reasonable management actions such as:

- performance management processes;
- ongoing meetings to address underperformance or behaviours;
- counselling or disciplining an employee for misconduct;
- modifying an employee's duties, including by transfer or redeployment;
- investigating alleged misconduct; and
- allocating work in compliance with systems and policies.

12 RESOLUTION OF ISSUES

Information on potential non-compliance with this Policy by i24s, its employees, officers, and sub-contractors, as well as any third parties with whom i24s conducts or anticipates conducting business with, must be reported promptly.

Employees can report issues relating to discrimination, harassment, bullying or victimisation, by: contacting or speaking to their supervisor; and/or contacting or speaking to any of the Co-Founders/Officers and Executive Directors.

Any employee who has witnessed any discrimination, bullying, sexual harassment, vilification or victimisation should report this to their manager or other responsible people identified above.

We also encourage our clients and stakeholders to report and express their concerns relating to our employee' behaviours and suspected violations of this Policy.

13 GOVERNANCE

The governance of this Policy is overseen by the Group's Officer and Chief Executive Officer, Angela Kickett. For further information about this Policy, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au

Angela Kickett

Angela Kickett

Co-Founder/Executive Director

