EQUAL EMPLOYMENT OPPORTUNITY (EEO), DISCRIMINATION AND HARASSMENT POLICY

All employees are entitled to work in an environment which is free from discrimination and harassment, that is, fair and equitable treatment based on the real requirements of the job. CoINVEST is committed to providing equal employment opportunity to all potential and existing employees in relation to their recruitment, promotion, transfer, remuneration and conditions of employment, training, working environment, termination and redundancy throughout the course of their employment with the Company.

What is Equal Employment Opportunity?

Equal Employment Opportunity, or EEO, is a positive way of describing the absence of discrimination in the workplace. If it is based on one of the personal characteristics protected by the Equal Opportunity Act 2010, discrimination in employment may include:

- Advertisements;
- Interview questions;
- Refusing to employ someone;
- Setting unfair terms of employment;
- Denying access to a training program;
- Refusing or limiting access to opportunities for promotion, transfer or other employment benefits; and
- Dismissal or other termination of employment.

Employer Responsibility

CoINVEST will ensure that all managers are sufficiently trained in effectively managing workplace discrimination and harassment, and are conversant and up-to-date with Equal Employment Opportunity law and legislation. CoINVEST will ensure that:

- its Equal Employment Opportunity, Discrimination and Harassment Policy is accessible to all employees,
- it has been effectively communicated to, and understood by all existing employees,
- all new employees are advised of CoINVEST’s Equal Employment Opportunity and Harassment Policy, the standards expected of them, and the procedures for making a complaint.

Managers and Supervisors Responsibilities

Management has a responsibility for maintaining a non-discriminatory work environment by adhering to equal employment opportunity practice, and giving everyone a "fair go". All Managers and supervisors are responsible for the following:

- Recruiting, promoting, training, developing and transferring employees on the basis of merit and performance, and free from any discriminatory assumptions;
- Ensuring that all Human Resources practices are applied fairly, consistently and without bias;
- Role-modelling non-discriminatory behaviour and practices within the workplace at all times;
- Regularly reviewing the working environment to ensure that it is free from sexually explicit or offensive material;

If you are unsure about any matter regarding any of these policies, please discuss fully with your Manager, Executive Officer, or the Executive Officer – Human Resources.
• Responding promptly and fairly to any reported complaints, in accordance with the organisation’s Complain Resolution Policy; and
• Providing confidential advice and information to employees, including investigating any grievances or complaints that an employee may lodge.

**Employees Responsibilities**

• Employees have a responsibility for maintaining a non-discriminatory work environment by adhering to equal employment opportunity practice.
• Understanding and complying with CoINVEST’s Equal Employment Opportunity, Discrimination and Harassment Policy;
• Treating others fairly and with respect at all times;
• Not tolerating any form of harassment or discrimination and for notifying the relevant manager should such circumstances arise;
• Attempting, (wherever practical) to amicably resolve any personal harassment or discrimination matter with the alleged perpetrator, prior to notifying a Manager or one of CoINVEST’s Equal Employment Opportunity Contact Officers; and
• Conducting themselves in non-discriminatory manner at all times in the workplace.

**What is Discrimination?**

The Victorian Equal Opportunity Act 2010 prohibits direct and indirect discrimination on any of the following protected attributes:

- Age,
- Breastfeeding,
- Employment activity
- Gender identity
- Impairment/Disability
- Industrial activity
- Lawful sexual activity
- Marital status
- Parental status or status as a carer
- Physical Features
- Political belief or activity
- Pregnancy
- Race (including colour, nationality, ethnicity and ethnic origin)
- Religious Belief or Activity
- Sex
- Sexual Orientation
- Personal association with someone who has, or is assumed to have, any of these personal characteristics.
- Social Origin

It is also unlawful to victimise a person who:

- Is considering making a claim,
- Has made a claim,
- Is considering being a witness to a claim, or
- Is a witness to a claim

CoINVEST will not retaliate against any employee for filing a discrimination or harassment complaint, or for participating in any investigation, and will not tolerate or permit retaliation by any employee.

**What is Harassment?**

*If you are unsure about any matter regarding any of these policies, please discuss fully with your Manager, Executive Officer, or the Executive Officer – Human Resources.*
Harassment is any behaviour that is unwelcome and has the effect of offending, humiliating or intimidating the person at whom it is directed. It makes the work environment unpleasant and sometimes even hostile. Harassment can often be the result of behaviour that is not intended to offend or harm, such as jokes or unwanted attention. The fact that harassment is not intended does not mean that it is not unlawful or in breach of this policy.

**Types of Harassment**

<table>
<thead>
<tr>
<th>Examples of Verbal Harassment</th>
<th>Examples of Non-Verbal Harassment</th>
<th>Examples of Physical Harassment</th>
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<tbody>
<tr>
<td>• sexual comments, advances or propositions;</td>
<td>• leering,</td>
<td>• unwelcome physical contact, such as kissing, hugging, pinching, touching, brushing up</td>
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<td>• lewd or racist comments or jokes;</td>
<td>• putting offensive material on workstations, notice boards, computer screen savers or in emails etc.;</td>
<td>• against a person;</td>
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<td>• spreading rumours;</td>
<td>• displaying sexist, racist or pornographic posters, cartoons or literature;</td>
<td>• indecent or sexual assault or attempted assault; and</td>
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<tr>
<td>• repeated questions about a person's private life;</td>
<td>• following someone home from work;</td>
<td>• hitting, pushing, shoving, and throwing objects at a person.</td>
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<td>• belittling someone's work or contribution in a meeting;</td>
<td>• mimicking someone with a disability; and</td>
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<td>• threats, insults or abuse;</td>
<td>• crude hand or body gestures.</td>
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<td>• repeated unwelcome invitations;</td>
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<td>• offensive, obscene language;</td>
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<tr>
<td>• obscene telephone calls, unsolicited letters, faxes and emails.</td>
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**What is Sexual Harassment?**

Sexual harassment is unwelcome conduct of a sexual nature that could make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, verbal, visual or written. Sexual harassment is an unacceptable form of behaviour that will not be tolerated under any circumstances, whether the employee is at work or attending a conference, work function, office Christmas function, business or field trip. All employees have the right to work in an environment free of sexual harassment.


Sexual harassment may include:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites

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Human Resources Policy Handbook 2013

- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

**What to do if you are harassed**

- If you feel you are being harassed tell the person to stop. Let them know their behaviour is unacceptable and unwelcomed and they must not do it again. It is important to say these things to the harasser as they might interpret silence as tacit consent.
- If, however, you are too frightened or embarrassed to say anything, this does not mean that your complaint will not be taken seriously.
- If the behaviour does not stop, or even if it does stop but you wish to report it, tell your Manager, Executive Officer, Team Leader or one of CoINVEST’s Equal Employment Opportunity Contact Officers.
  - Management have an obligation to act upon becoming aware of incidents relating to discrimination or harassment
- It is a good idea to make a written note of any harassment, including details of dates, times, witnesses, what happened, and what you said and felt.
- If a formal complaint is made, the Complaints Resolution Process will be followed. This would normally include an investigation by a CoINVEST Investigation Officer or an externally appointed Investigator if appropriate.
- Be honest and open with management representatives who are investigating the complaint about what happened. This will enable appropriate action to be taken.
- You can also get advice from the Union, or the Victorian Equal Opportunity & Human Rights Commission.

**Process**

The complete process can be found in the [Complaints Resolution Process](#) document.

**Sources of Information and Assistance**

Equal Employment Opportunity Contact Officer at CoINVEST
- Stefanie Forgione-Evans
- Glenn Wilson

Victorian Equal Opportunity & Human Rights Commission
Level 3, 204 Lygon St
Carlton, Vic, 3053

Tel: (03) 9032 3583
1300 292 153


CPSU
Tel: 1300 137 636

*End of Policy*

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**JCC Reviewed: 16/07/2013**

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