

Equal Opportunity Policy

1. Purpose

- 1.1 This policy has been designed to facilitate the creation of a workplace culture that maximises performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions and will ensure that all decisions relating to employment or engagement issues are based on merit.

2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.
- 2.2 Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

3. Policy Statement

- 3.1 ServiceFM is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. ServiceFM recognises that equal employment opportunity is a matter of employment obligation, social justice, and legal responsibility.
- 3.2 The equal opportunity policy reflects ServiceFM's commitment to ensure equality and promote diversity in the workplace. This equal opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

4. Principles

- 4.1 Every person will be given a fair and equitable chance to compete for appointment, promotion, or transfer, and to pursue their career as effectively as others. Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence. Consistent with this, ServiceFM does not condone any form of unlawful discrimination or vilification, including that which relates to:
- Gender
 - Pregnancy
 - Potential pregnancy
 - Marital/domestic status
 - Disability
 - Race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin
 - Age
 - Family responsibilities, family status, status as a parent or carer
 - Racial classification
 - Sexuality

- HIV/AIDS vilification
 - Religious belief or activity
 - Political belief or activity
 - Industrial activity
 - Employer association activity
 - Trade union activity
 - Physical features
 - Breastfeeding
 - Transsexuality
 - Transgender
 - Profession, trade, occupation or calling
 - Medical record
 - Criminal record
- 4.2 In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.
- 4.3 To promote equal opportunity, ServiceFM will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:
- Use inclusive language in all signs, documents, and webpages
 - Modify structures and facilities to accommodate people with disabilities
 - Provide parental leave and flexible work arrangement procedures
 - Hire, train, and evaluate employees through job-related criteria
 - Train employees on communication and diversity
 - Implement open door practices so employees can report discrimination more easily
- 4.4 All suspected or known cases that this Equal Opportunity Policy has being violated should be reported immediately. Any discrimination, they will be subject to disciplinary action depending on the severity of their actions.

5. Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

6. Endorsement

- 6.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/04/2021