



EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

J&K Civil (WA) believes in equal opportunity employment and providing a working environment that is free from unlawful discrimination and harassment.

To realise this belief J&K Civil (WA) management will:

- Ensure applicants seeking employment are treated on a fair and equitable basis and are employed for positions based on their attitude, particular skill sets and abilities, regardless of any differences in other aspects;
- Create a working environment that is free from unlawful discrimination, harassment, bullying, offensive material or material likely to offend and where all employees are treated with dignity, courtesy and respect and empowered to take ownership of their part in the works;
- Implement training and awareness strategies to ensure that all employees know their rights and responsibilities;
- Provide an effective process for the resolution of complaints in a sensitive, confidential and timely matter based on the principals of procedural fairness;
- Encourage reporting of behaviours that breach this policy;
- Ensure the principals of Equal Opportunity are observed and consistently applied;
- Regularly inform employees of any Equal Opportunity issues.

Unlawful discrimination can be direct or indirect and is generally any practice that makes a distinction between individuals or groups on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religion, political conviction, impairment or age.

Any employee who has a complaint or concern about unlawful discrimination will be encouraged to discuss the issue with their supervisor/manager to have the matter resolved.

This policy applies to all business operations and functions including those situations where employees are required to work off-site.

A handwritten signature in blue ink, appearing to read 'Jason Dow', is positioned above the printed name and title.

JASON DOW
J & K CIVIL (WA) PTY LTD
DIRECTOR