TIGER TEK

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Equal Employment Opportunity (EEO) and Anti-Discrimination Policy

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1. Purpose

Tiger Tek Pty Ltd is committed to providing a workplace that is fair, inclusive, respectful, and free from discrimination, harassment, bullying, and victimisation.

The purpose of this policy is to ensure that all employees, contractors, applicants, customers, and visitors are treated equally and have access to employment opportunities based on merit, skills, qualifications, experience, and performance.

Tiger Tek Pty Ltd aims to create a workplace culture where diversity is valued and all individuals are treated with dignity and respect.

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2. Scope

This policy applies to:

- **Directors and management**
- **Employees (full-time, part-time, casual, and temporary)**
- **Contractors and subcontractors**
- **Labour hire workers**
- **Job applicants**
- **Visitors and customers**

This policy applies throughout all stages of employment, including:

- **Recruitment and selection**
- **Induction and training**

- **Performance management**
- **Promotion and career development**
- **Workplace interactions**
- **Termination of employment**

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3. Our Commitment

Tiger Tek Pty Ltd is committed to:

- **Providing equal employment opportunities for all workers**
- **Making employment decisions based on merit and capability**
- **Preventing discrimination, harassment, bullying, and victimisation**
- **Promoting a workplace culture of respect and inclusion**
- **Supporting diversity and individual differences**
- **Providing a safe environment where concerns can be raised without fear of retaliation**
- **Taking all reasonable steps to address inappropriate behaviour**

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4. Equal Employment Opportunity Principles

Tiger Tek Pty Ltd will ensure that employees and applicants are assessed fairly based on:

- **Skills and qualifications**
- **Work experience**
- **Performance**
- **Ability to perform the role**
- **Business requirements**

Employment decisions will not be influenced by irrelevant personal characteristics.

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5. Discrimination

Discrimination occurs when a person is treated less favourably or unfairly because of a personal characteristic protected by law.

Tiger Tek Pty Ltd does not tolerate discrimination based on characteristics including:

- **Race, colour, nationality, or ethnic background**
- **Sex or gender**
- **Pregnancy or potential pregnancy**
- **Age**
- **Disability or medical condition**
- **Physical or mental impairment**
- **Religion**
- **Sexual orientation**
- **Gender identity**
- **Marital or relationship status**
- **Family or carer responsibilities**
- **Political opinion (where protected by law)**
- **Any other protected attribute under applicable legislation**

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6. Direct and Indirect Discrimination

Direct Discrimination

Direct discrimination occurs when a person is treated less favourably because of a protected characteristic.

Example:

- **Refusing to employ a qualified person because of their age or gender.**

Indirect Discrimination

Indirect discrimination occurs when a workplace requirement or rule appears neutral but disadvantages a particular group and is not reasonable in the circumstances.

Example:

- **Applying unnecessary requirements that prevent certain groups from participating equally.**

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7. Harassment and Bullying

Tiger Tek Pty Ltd does not tolerate:

- **Sexual harassment**
- **Workplace harassment**
- **Bullying**
- **Threatening behaviour**
- **Intimidation**
- **Offensive comments or behaviour**
- **Unwelcome conduct that creates an unsafe or hostile workplace**

Examples of unacceptable behaviour include:

- **Offensive jokes or comments**
- **Repeated unreasonable behaviour**
- **Unwanted physical contact**
- **Sharing inappropriate material**
- **Excluding or humiliating others**
- **Threats or intimidation**

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8. Reasonable Adjustments

Tiger Tek Pty Ltd recognises that some employees may require reasonable adjustments to perform their role.

Reasonable adjustments may include:

- **Workplace modifications**
- **Flexible work arrangements**
- **Changes to work processes**
- **Additional support or equipment**

Requests for reasonable adjustments will be considered fairly and confidentially.

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9. Recruitment and Selection

Tiger Tek Pty Ltd will ensure recruitment processes are fair and transparent.

Recruitment decisions will be based on:

- **Position requirements**
- **Candidate skills and experience**
- **Ability to perform duties safely and effectively**

The company will avoid discriminatory practices in:

- **Job advertisements**
- **Interview questions**
- **Candidate assessment**
- **Selection decisions**

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10. Responsibilities

Management Responsibilities

Management will:

- **Promote equal opportunity principles**
- **Lead by example**
- **Ensure policies are followed**
- **Address complaints promptly and fairly**
- **Provide appropriate training and support**

Employees Responsibilities

Employees must:

- **Treat colleagues, customers, and contractors with respect**
- **Avoid discriminatory or inappropriate behaviour**
- **Follow this policy**
- **Report concerns or incidents**
- **Cooperate with investigations**

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11. Complaints and Reporting Process

Employees who believe they have experienced or witnessed discrimination, harassment, or bullying are encouraged to report the matter.

Complaints will be:

- **Handled confidentially where possible**
- **Investigated fairly and objectively**
- **Managed without retaliation**

- **Addressed with appropriate corrective action**

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12. Victimisation

Tiger Tek Pty Ltd prohibits victimisation of any person who:

- **Makes a complaint**
- **Reports inappropriate behaviour**
- **Participates in an investigation**
- **Provides information about a workplace concern**

Any retaliation against a person raising a genuine concern may result in disciplinary action.

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13. Breaches of This Policy

Breaches of this policy may result in action including:

- **Counselling**
- **Additional training**
- **Formal warnings**
- **Disciplinary action**
- **Termination of employment or contract**

Serious breaches may require external reporting where legally required.

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14. Training and Awareness

Tiger Tek Pty Ltd will provide appropriate information and training to help workers understand:

- **Equal employment opportunity principles**
- **Workplace rights and responsibilities**
- **Appropriate workplace behaviour**
- **Reporting procedures**

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15. Policy Review

This policy will be reviewed periodically to ensure it remains effective and aligned with:

- **Business needs**
- **Workplace practices**
- **Applicable Australian legislation**

Tiger Tek Pty Ltd Equal Opportunity Statement

"Tiger Tek Pty Ltd is committed to providing a workplace where everyone is treated fairly, respectfully, and with dignity. We value diversity and are committed to ensuring employment decisions are based on capability, performance, and business needs."