



## **EQUITY POLICY**

Tranzworks is an Equal Opportunity Employer and actively fosters an equitable workplace. This means that we will employ, train, develop and promote all employees based on merit according to their skills, qualifications, abilities and aptitudes.

Tranzworks recognises that harassment can be a serious issue in the workplace, and will not accept it on any of its work sites.

Tranzworks also recognises discrimination due to "...gender, marital status, family responsibilities, pregnancy, race, physical impairment, religious, or political convictions or activity, sexual preference or age..." is illegal.

Not only are Discrimination and Harassment in the workplace illegal, they have a negative impact on individuals involved, the productivity of our operations and the reputation of our company.

Tranzworks Management has a responsibility to ensure that proper standards of conduct are maintained. Further more they have a responsibility to uphold the principles of equity and fair treatment in the workplace. An equitable workplace free from harassment and discrimination is the goal of all managers.

All employees of Tranzworks are required to conduct themselves in a socially acceptable and non – discriminatory fashion. The company has detailed guidelines for employee behaviour, which should be adhered to by all employees.

If you believe that you have been subject to discrimination or harassment from any person associated with your workplace, you should advise your manager, or managers manager.

All complaints will be handled in the strictest confidence, and with respect.

We will maintain the confidentiality and dignity of the complainant in accordance with State and Federal Law. Tranzworks will thoroughly investigate all cases and complaints and take appropriate action. Action may involve disciplinary measures, including termination of any employee behaving in a discriminatory or harassing manner.

**Christopher Smith**  
Managing Director  
Tranzworks Pty Ltd  
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