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|  PO Box 3407 Toowoomba QLD 4350 | HR POLICY | Newlands Civil Construction Pty Ltd ABN 41 133 339 778 |
| | EQUAL OPPORTUNITY AND DIVERSITY | Newlands Commercial Construction Pty Ltd ABN 64 166 350 563 |

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HR-POL-002

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1. Purpose

NCC is committed to the principles of Equal Opportunity which upholds the employees' entitlements to a workplace free of discrimination and we appreciate the value inherent in a diverse workplace.

Equal Opportunity and Diversity in a workplace means that all employees and prospective employees will be treated fairly, with respect and on their merit, regardless of such things as race, gender, sexual preference, marital status, religious or political beliefs, age or disability etc.

We will actively manage diversity, finding ways of utilising the differences that exist in order to improve our business. This requires that we actively and flexibly seek to accommodate the unique needs of many different employees. Above all we are committed to ensuring that all employees are treated with respect and dignity.

2. Scope

All employees have a responsibility to contribute to the achievement of a productive, ethical, safe and equitable work environment. This responsibility also extends to contractors, consultants and suppliers while they are at NCC worksites or acting on behalf of NCC.

3. Policy

3.1 NCC is committed to creating an environment where:

3.1.1 There is tolerance of difference. NCC will ensure that all employees are treated fairly and with respect and dignity;

3.1.2 The ability to contribute and access opportunities is based on merit. NCC will adopt and actively encourage those practices and procedures that enable employees to contribute to the best of their ability;

3.1.3 Inappropriate attitudes or behaviours are confronted. NCC will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes.

3.2 This will be achieved through:

3.2.1 Recruitment and selection – advertising in a non-discriminatory basis and hiring the best person for the job based on set job criteria;

3.2.2 Using fair and reasonable criteria when terminating employees;

3.2.3 Using gender neutral and non-sexist language in all Policy publications, advertisements and position titles;

3.2.4 Providing training and development opportunities based on work performance and potential;

3.2.5 Appraising and promoting employees on the basis of objective assessment of performance and potential;

3.2.6 Ensuring that there is no distinction in terms and conditions of employment for reasons unrelated to the job;

3.2.7 Providing support for all employees.

4. Responsibilities

NCC is committed to supporting employees and managers in the achievement of a diverse workplace. All employees are responsible for developing and encouraging a positive environment, where all employees are treated with respect and dignity and ensuring that their own behaviour complies. Employees must take responsibility for reporting breaches of this Policy and should themselves act in accordance with its essence.

HR and Top Management are here to support employees to achieve the goals of this Policy. Any breaches will be dealt with accordingly and as per our discipline Policy HR-POL-017 and Procedure HR-PR-008.

NCC Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



Barry C O'Sullivan

Director

Newlands Civil Construction Pty Ltd AND
 Newlands Commercial Construction Pty Ltd

18 December 2017