

The Just Group Equal Opportunity Policy

Commitment

The Just Group is committed to ensuring all staff enjoy a workplace which is free from discrimination, harassment and victimisation.

It is the policy of Just Group to treat all employees fairly and equitably, to judge them on the basis of their performance, skills and abilities, and in doing, to comply with all applicable state and federal laws.

Individuals found to have breached this policy will be subject to appropriate disciplinary action, which may include dismissal.

Application of the policy

This policy applies to all employees of Just Group (including full-time, part-time and casual employees) contract and commission workers, persons who enter Just Group premises to perform work, applicants for employment and customers.

This policy applies to all activities occurring during the course of work with Just Jeans, including:

- work related social activities;
- work related dealings with others, including customers, sales representatives;
- work related dealings for Just Group outside Just Group premises and outside usual working hours.

Discrimination and harassment

The Just Group will not tolerate discrimination or harassment on the basis of any prohibited ground.

In determining whether a person has engaged in discrimination or harassment, a person's innocent intent or motive is irrelevant.

Prohibited grounds

It is Just Group's policy to provide equal opportunity to all applicants and employees without regard to such non-employment related grounds such as:

- Age
- Beliefs (religious or political)
- Breastfeeding
- Disability
- Family responsibilities
- Gender, sexual orientation, lawful sexual activity.
- Industrial activity, union membership
- Irrelevant criminal history
- Marital status
- Medical record
- Parental status
- Personal association with anyone possessing any of these attributes
- Physical features
- Political belief or activity
- Pregnancy
- Race

Equal employment opportunity

This policy embraces the following commitments:

- to recruit and appoint the best qualified person for the available job where suitability will be assessed according to relevant criteria such as merit, including skills, education, qualifications, experience, abilities, prior work performance and aptitudes;
- to appraise, reward and promote employees on the objective assessment of performance, achievement of agreed objectives, skills development, business performance and the individual's potential;
- to provide opportunities to employees for personal and professional development which are consistent with the organisation's objectives and individuals' professional goals.
- to remove barriers which impede the potential of employees to achieve their professional goals within the organisation's objectives.

This policy recognises that there may be some exceptions where discrimination is lawful, for example, in some cases to ensure the safety of employees at work.

General harassment and bullying

The Just Group will not tolerate harassment or bullying on any prohibited ground, including sexual harassment.

Sexual Harassment

It is the Just Group's policy to maintain professional standards of conduct so that sexual harassment does not occur in the workplace. Sexual harassment is against the law.

Sexual harassment is behaviour that is unwelcome. A person sexually harasses another person if he or she:

- makes an unwelcome sexual advance;
- an unwelcome request for sexual favours; or
- engages in any other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the other person would be offended, humiliated or intimidated.

Examples of harassment

Harassment can be physical, verbal or written. Harassment can occur to men and women. It can occur even if not intended: the important consideration is how your conduct is received by others.

Harassment may take the form of:

- favouritism
- victimisation
- coercion
- threats
- torment, intimidation, abuse or assault

Harassment can include:-

- unwelcome comments, offensive jokes, innuendo, nicknames
- suggestive behaviour
- kissing, hugging or physical contact
- displaying photos, written material or objects, and
- offensive emails, screen savers, gifts,
- intrusive inquiries into a person's private life, including their religion, political beliefs and sexuality.
- assault and rape (which, of course, are serious crimes).

Harassment is conduct which:

- creates an intimidating, hostile or offensive work environment;
- unreasonably interferes with an individual's work performance; or
- adversely affects an individual's employment opportunity.

Work Environment

Just Group requests that all employees maintain a professional attitude at all times and that their behaviour, work areas and dress reflect positively on the company image. We may request that any non-verbal graphics, cartoons, posters, screen savers, or desk accessories etc. that are offensive or inappropriate to an office environment are removed.

Victimisation

Complaints and witnesses are not to be victimised in any way.

Victimisation includes threatening to subject another person to any detriment because that person has made an allegation of harassment or discrimination. This is regardless of whether the allegation is pursued or a formal complaint is made.

Confidentiality

All staff are required to treat any complaints under this policy confidentially and discuss a complaint only to assist its resolution. One of the most serious forms of victimisation can occur when co-workers discuss and take sides on complaints about potentially discriminatory or harassing behaviour. Staff are encouraged to come forward to obtain assistance from the nominated people to ensure any inappropriate conduct that exists does not continue.

Employee Responsibilities

Every employee has a responsibility to treat all other employees with fairness, equity and respect so that the total working environment is free from discrimination, harassment and victimisation. All staff have the responsibility to actively discourage harassment.

Role of Managers

Managers will be accountable for their own actions and those of their department, ensuring that the principles of equal opportunity are practiced.

Managers should ensure that:

- all employees are aware of EO principles and procedures
- all employees act in a non-discriminatory manner towards other employees
- early corrective action is taken to deal with discriminatory or harassing behaviour
- they handle concerns promptly and professionally and provide a support option for their employees.

Complaints

The Just Group wishes to maintain a respectful work environment where everyone can reach their full potential.

If you are offended or concerned about another's conduct in the course of your employment, you are encouraged to raise that concern directly with the person at an appropriate time if you can. If you are approached by another with concerns about your conduct, appreciate the opportunity to become more sensitive to others and modify your behaviour. Victimisation (even subtly) is prohibited.

If you have a complaint or query about this policy you may contact your supervisor or manager, or the sexual harassment officer in your location.

Any complaints under this policy will be treated seriously, sympathetically and confidentially and will be investigated thoroughly and impartially. Just Group will take appropriate action to ensure that any discrimination found to exist is rectified and does not continue. Individuals found to have breached this policy will be subject to appropriate disciplinary action (which can include dismissal)