

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

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Equal Employment Opportunity (EEO) refers to the absence of discrimination and harassment in the workplace. It is based on treating people on their merits. Aster Services EEO policy is intended to ensure that all workplace participants are given equal opportunities without reference to unnecessary and unlawful grounds.

- Aster Services has created a high-performance workplace where providing a quality service is the key to organisational success. Aster Services believes that inappropriate workplace behaviour can undermine these goals and have adverse health and safety impacts on all people in the workplace.
- Aster Services supports the concept of equal opportunity in employment and is committed to complying with both the letter and the spirit of the relevant legislation through non-discriminatory employment and management practices and policies. To ensure Aster Services is able to meet this commitment, it requires all employees and contractors to treat each other with respect and courtesy in the workplace.
- Aster Services is committed to providing a pleasant working environment which is free of harassment and bullying for all employees, contractors and associates. Aster Services will encourage good working relationships between employees. Any workplace participant who breaches this policy may be the subject of disciplinary action which may result in termination of employment.
- Aster Services values and respects the diversity of its workforce and believes that diversity creates competitive advantage and maximises the talent, potential and contribution of all employees.
- This EEO policy is effective immediately and will apply to all workplace participants which includes all employees from Service Operators to the Management Team. It also applies to contractors performing work for Aster Services.
- This policy applies at the workplace during work hours, during work sponsored events or travel outside the physical workplace. The policy also applies to any conduct between workplace participants outside the workplace over any medium which has a sufficient connection back to the workplace.

This policy is approved and issued by the Executive Director of Aster Services.



**Michael Walshe**  
**Executive Director**  
**01 June 2023**

System	Issue Date	Version No.	Any printed copy is considered an <b>uncontrolled</b> document
MS	01-06-23	4	Refer to the <b>Schedule and Checklist</b> for all MS documents last review date, next review date and document change