

## **JSW DISCRIMINATION AND HARASSMENT POLICY**

### **PURPOSE**

JSW Australia (JSW) maintains the principles of equitable and non-discriminatory employment and operational practices. JSW aims to provide a working atmosphere which promotes the talent, potential, and contribution of its staff and one which guarantees equal employment opportunities (EEO).

As an equal opportunity employer, JSW judges ability according to merit and does not discriminate based on gender, race, marital status, disability, age, religious affiliation, political beliefs, pregnancy or any other grounds covered by equal opportunity legislation.

JSW promotes and is committed to ensuring its workplace and environments are free from any forms of harassment, bullying and victimisation. To assist in maintaining this working environment, JSW employees are encouraged to uphold the ideals of fairness, equality, and respect.

### **AIMS**

By implementing this policy JSW wishes to achieve the following:

- Create a working environment which is free from discrimination and harassment and where all employees, contractors and clients are treated with dignity, courtesy and respect.
- Implement training and awareness strategies to ensure that all parties know their rights and responsibilities.
- Provide an effective procedure for complaints based on the principles of natural justice.
- Treat all complaints in a sensitive, fair, timely and confidential manner.
- Guarantee protection from any victimisation or reprisals.
- Promote a productive and cohesive workplace.
- Encourage the reporting of behaviour which breaches this Policy; and
- Promote appropriate standards of conduct at all times.

### **ROLES AND RESPONSIBILITIES**

It is important to note that everybody is responsible for maintaining a workplace that is free from discrimination and harassment.

JSW management has a responsibility to:

- Ensure this policy and associated procedures are introduced to all new employees during their induction period, made available to all employees and contractors and actively communicated within JSW.
- Set expectations of supervisors, trainers and assessors to demonstrate appropriate conduct and to monitor the conduct of employees and contractors within the operations of JSW.

- Encourage and provide avenues for employees and contractors who feel they have been harassed or discriminated against to come forward and report their experience in a non-judgemental and confidential environment; and
- Ensure that all employees, contractors and clients are made aware that discrimination and harassment will not be tolerated under any circumstances.

Employees (including contractors) have a responsibility to:

- Read, understand and comply with this Policy and associated procedures, including any future amendments, during the course of their employment; and
- Set the example of appropriate behaviour and conduct in line with the Employee Code of Conduct Charter for other JSW employees and monitor the conduct of employees within the operations of JSW.

### **POLICY VIOLATIONS**

JSW does not tolerate harassment and discrimination. Reports of such behaviour will be investigated and offending employees will be subject to the Counselling and Disciplinary procedure. If you have been harassed, bullied, victimised, or discriminated against, please contact the JSW Human Resources Department.

### **COMPLAINTS PROCEDURE**

Any employee that feels that he or she is a victim of any form of discrimination or harassment should immediately report the matter to Human Resources who will investigate the matter thoroughly.

This policy and its objectives will be reviewed on a regular basis by JSW Management.



Warren Fair  
Chief Executive Officer