

## EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT POLICY

We are committed to the principles of Equal Employment Opportunity (**EEO**) and providing a workplace free of discrimination and harassment. This applies to all persons regardless of gender, sexual orientation, family status, pregnancy, family responsibilities, race, impairment, political or religious conviction, age and gender history

We are committed to ensuring that the working environment we provide for our people is free from harassment and bullying. We demonstrate integrity in what we do and say and always treat people with dignity and respect.

Harassment and bullying takes many forms, but usually constitutes repeated, unwelcome and unreciprocated acts or remarks which make the workplace unpleasant, humiliating or intimidating for the person who is the target of those acts or remarks. What one employee accepts as reasonable behaviour or takes as a joke, can be very distressing to another. Sexual and racial harassment are unlawful under Equal Opportunity Legislation.

We will not tolerate discriminatory behaviour in any form, by anyone engaged on a Galaxy site.

Through the practice of EEO in our organisation, we are able to utilise the skills and experience of all employees to ensure the best person is chosen for each available position.

Managers and supervisors are accountable for promoting EEO guidelines in their areas of responsibility, including ensuring that all personnel are treated equitably and are not subject to discrimination. Any complaints are treated seriously and investigated promptly, confidentially and fairly without threat of victimisation or reprisal.

All our employees have a role to play in preventing discrimination and promoting EEO by demonstrating integrity and treating all employees with dignity and respect. Accountability for providing a harassment and bullying free work environment rests with every individual.

Approved by the Managing Director

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