



Equal Opportunity Policy of WT Facility Management Pty Ltd

1. Purpose

The purpose of this Equal Opportunity Policy is to affirm WT Facility Management Pty Ltd's commitment to providing an inclusive work environment that offers equal employment opportunities to all individuals, free from discrimination or harassment.

2. Scope

This policy applies to all employees, job applicants, contractors, and visitors at WT Facility Management Pty Ltd.

3. Policy Statement

WT Facility Management Pty Ltd is committed to:

- Promoting diversity and inclusion in the workplace.
- Ensuring that all individuals are treated with respect and dignity.
- Providing equal opportunities in recruitment, training, promotion, and other employment-related activities.

4. Principles

The company prohibits discrimination based on:

- Race
- Gender
- Age
- Disability
- Sexual Orientation

- Gender Identity
- Marital Status
- Ethnic or Cultural Background
- Religious Beliefs
- Pregnancy
- Any other characteristic protected by law

5. Recruitment and Selection

- All job openings will be advertised internally and externally to attract a diverse pool of candidates.
- Selection decisions will be based on merit, qualifications, skills, and experience.
- Reasonable accommodations will be made for individuals with disabilities during the selection process.

6. Training and Development

- The company will provide equal access to training and development programs for all employees.
- Opportunities for professional development will be communicated transparently to ensure all employees can participate.

7. Workplace Culture

- WT Facility Management Pty Ltd fosters an environment that values diversity and promotes a culture of respect and inclusion.
- All employees are expected to support this culture and to treat each other with dignity.

8. Complaint Procedures

- Employees who believe they have been subjected to discrimination or harassment should report their concerns to their supervisor or the HR department.
- All complaints will be taken seriously, investigated promptly, and handled confidentially.
- Retaliation against individuals who report discrimination or participate in investigations is strictly prohibited.

9. Monitoring and Review

- The company will regularly monitor and evaluate the effectiveness of this Equal Opportunity Policy.
- Feedback from employees will be sought to identify areas for improvement.

10. Accountability

- Management is responsible for ensuring the implementation of this policy and for creating a workplace culture that supports equal opportunities.
- All employees share a responsibility to adhere to this policy and support a discrimination-free workplace.

11. Policy Review

This policy will be reviewed annually and revised as necessary to ensure continued compliance with applicable laws and effectiveness in achieving its goals.

Effective Date: 22/08/2024

Review Date: 22/08/2025

Approved by: AMANPREET KAUR