



## Equal Employment Opportunity Policy

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### Emergent Cold is committed to:

Providing equal opportunity so that all people are treated fairly and equitably, unhampered by artificial barriers of prejudices or preferences.

All our people are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture

**All forms of discrimination, bullying and harassment are unacceptable** and generally unlawful in many jurisdictions.

- **Discrimination** is treating, or proposing to treat, someone unfavourably because of a personal characteristic, such as sex, age, race or disability amongst others.
- **Bullying** can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices. It is a form of harassment.
- **Harassment** is behaviour that is repeated or continuing un-consented contact that serves no purpose beyond creating alarm, annoyance or emotional distress.
- **Sexual harassment** is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written.

Emergent Cold strongly encourages any staff member who believes they have been discriminated against, bullied, harassed or victimised to take appropriate action and report to their leader or make use of the Employee Assistance Programme.

Emergent Cold commits that unlawful conduct with regard to EEO laws and requirements will not be tolerated, not just because it is the law but because it is the right thing to do. Breaches of the EEO policy or relevant workplace conduct procedures will be dealt with proportionately to the gravity of the breach and may include education & training, counselling, apologies, disciplinary action or dismissal.

A handwritten signature in black ink, appearing to read 'Jeffrey L. ...'.

President – Asia Pacific  
November 2018

ZeroHarm

