



MCS Civil (NSW) Pty Ltd

EQUITY POLICY

This policy encompasses all MCS Civil NSW projects. This policy also applies to projects involving MCS Civil which are being carried-out under a joint venture arrangement, where no other policy of this type exists.

Objective

MCS Civil is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital or pregnancy status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain our standards of service.

MCS Civil will not tolerate any form of discrimination, harassment or bullying. We believe all employees have the right to work in an environment free of discrimination and harassment.

Commitment

- Managers and supervisors must ensure that all employees are treated equitably and are not subject to discrimination, bullying or harassment.
- Ensuring that people who make complaints, or witnesses of any act of discrimination, bullying or harassment, are not victimised in any way.
- Any reports of discrimination, bullying or harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally but preferably in writing.
- Disciplinary action will be taken against anyone who discriminates against, bullies or harasses a co-worker. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.
- MCS Civil considers discrimination, bullying or harassment an unacceptable form of behaviour that will not be tolerated under any circumstance.
- It is MCS Civil's responsibility to create an environment free from discrimination, bullying or harassment and it is the responsibility of all employees to support this goal. All staff should take the time to inform themselves of what is regarded as unacceptable behaviour.

Employment and Recruitment

- It is a requirement to seek the best applicant for the job based on merit.
- Assumptions about the capacities of applicants should not intrude upon the recruitment process however, if an applicant is genuinely unable to perform the requirements of the job, it is not discriminatory to refuse them the job.
- Questions asked are to be job specific.
- In limited cases where medical or Occupational Health and Safety issues cannot be resolved, an employee may need to be temporarily transferred to another role.