



IMS02.07 Equality 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.

1 Objective

1.1 MCS Civil is an equal opportunity employer and considers:

- 1.1.1 Discrimination, bullying or harassment an unacceptable form of behavior that will not be tolerated under any circumstance.
- 1.1.2 That 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.
- 1.1.3 That employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain our standards of service.
- 1.1.4 That all employees have the right to work in an environment free of discrimination and harassment.

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.

2 Commitment

2.1 MCS Civil's responsibility:

- 2.1.1 To create an environment free from discrimination, bullying or harassment.

2.2 Employees Responsibility

- 2.2.1 It is the responsibility of all employees to support this goal.
- 2.2.2 All staff should take the time to inform themselves of what is regarded as unacceptable behavior.

2.3 Managers and Supervisors Responsibility:

- 2.3.1 Ensure that all employees are treated equal:
- 2.3.2 Ensure all employees are not subject to discrimination, bullying or harassment.



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- 2.3.3 Ensuring that people who make complaints, or witnesses of any act of discrimination, bullying or harassment, are not victimised in any way.
 - 2.3.4 Will treat seriously any reports of discrimination, bullying or harassment and will investigated promptly, confidentially and impartially.
 - 2.3.5 Complaints may be lodged verbally but preferably in writing.

2.4 Disciplinary Action:

- 2.4.1 Disciplinary action will be taken against anyone who discriminates against, bullies or harasses a co-worker.
- 2.4.2 Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

2.5 Employment and Recruitment

- 2.5.1 It is a requirement to seek the best applicant for the job based on merit.
- 2.5.2 Questions asked are to be job specific.
- 2.5.3 Assumptions about the capacities of applicants should not intrude upon the recruitment process.
- 2.5.4 If an applicant is genuinely unable to perform the requirements of the job, it is not discriminatory to refuse them the job.

Authorised Signature

A handwritten signature in black ink that reads "Roy Hendy".

Roy Hendy

06/01/2021

3 References

Document Title	Standard/Section No.
Work Health & Safety Act	2015
Anti-Discrimination Act	1977

4 Responsibility/Monitoring

Sections 1	Managing Director
Section 2	Senior Management
Section 3.1 & 3.3	Managing Director & Senior Managers
Section 3.2	All Staff

5 Documentation Required

- FRM-017 Accident/Incident Report.
- FRM-110 Accident/Incident Investigation Report.
- IMS17 Legal & Other Regulatory.

6 Document Control

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