

Equal Employment Opportunity (EEO) Policy

This policy applies to all team members including contractors and covers all work-related functions and activities including external training courses sponsored by FBG. It also applies for all recruitment, selection and promotion decisions.

All team members are expected to assist in the implementation and enforcement of this policy and that the work environment is free of behaviour which could be construed as being offensive or discriminatory. Team members are expected to adhere to the below:

- Ensure familiarity with the policy
- Always comply with the policy
- Do not ignore the behaviour – report any behaviours that are in violation of this policy
- Escalate any concerns to your Manager or the Head of People and Culture
- If you believe you have been the subject of unlawful harassment, discrimination or bullying should report the alleged act immediately to your manager or the Head of People and Culture.

Discrimination, Sexual Harassment and Bullying Policy

FBG is committed to providing a workplace free from discrimination, sexual harassment and bullying, and has the expectation that lawful standards of conduct are always maintained.

Company policy prohibits sexual harassment and harassment, or discrimination based on protected attributes. All unlawful harassment, discrimination, or bullying will not be tolerated by the Company and any reports of this kind of behaviour will be subject to an appropriate investigation and, depending on the seriousness of the matter, may include disciplinary action up to and including termination of employment.

Discrimination:

For purposes of this policy, the following definitions apply:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under State law (see list below).

Indirect Discrimination occurs when a rule seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be

applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

FBG provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation. Under State legislation they include:

- age
- breastfeeding
- carer status
- disability
- employment activity
- gender identity
- industrial activity
- lawful sexual activity
- sex
- sexual orientation
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief
- pregnancy
- race
- religious activity/belief

Harassment

Anti-discrimination law defines harassment as any form of behaviour that:



Harassment may be an ongoing pattern of behaviour, or it may be just a single act. The intention of the alleged harasser is not relevant.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace Bullying

Workplace bullying is when someone in the workplace repeatedly behaves unreasonably towards another person or group of people and causes a risk to health and safety in the workplace.

Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances. A single act does not normally constitute abusive conduct or bullying unless it is especially severe and egregious.

Not all behaviour that makes a worker feel upset or undervalued is bullying. For example, if someone makes a comment but they only do it once and do not repeat it, this is typically not considered bullying. Actions taken in the normal course of business and conducted in a fair and reasonable manner considered appropriate. This includes, but is not limited to:

- Reasonable performance management and feedback ('reasonable' may include putting a worker on a performance improvement plan)
- Legitimate disciplinary action
- Enforcing regulatory processes, rules and regulations
- Reasonable decisions in connection with promotions, remuneration and rewards based on merit.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure. Team members will not be victimised or treated unfairly for raising an issue or making a complaint.

1. Deal with the matter informally

Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop. The person may have been totally unaware of the effect of their behaviour or decision on you. By telling them you will give them a chance to redress the situation. This approach may not be appropriate if you do not feel comfortable speaking to the person.

2. Speak to your manager or Head of People and Culture

If you do not want to speak to the person directly, you can tell your manager about your grievance. They will be able to tell you what your options are. They may approach the person complained about and talk to them informally about your grievance or they may decide to take more formal action.

3. Make a formal complaint

To start the formal grievance the complainants must fully describe their grievance in writing, contain a description of the incident/s, decision, behaviour in question, the time and date of the incident(s), the names of any witnesses, your signature and date of the complaint.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of EEO policies) then the manager should:
 - act promptly
 - maintain confidentiality
 - pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

Procedure: To investigate a complaint

The Company takes claims of unlawful harassment, including sexual harassment and discrimination seriously. Complaints will be treated confidentially (to the extent possible), responded to in a timely manner, investigated promptly and fairly, met with appropriate and prompt corrective remedial action where misconduct is found, resolved in a timely fashion; and not result in any retaliation against the person(s) who complained or participated in the investigation.

When a manager investigates a complaint, they should follow this procedure.

1. Contact Head of People and Culture for assistance
2. Do not assume guilt
3. Advise on the potential outcomes of the investigation if the allegations are substantiated
4. Interview all directly concerned, separately
5. Keep records of interviews and the investigation
6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Ensure confidentiality, minimise disclosure
8. Decide on appropriate action based on investigation and evidence collected
9. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- team members training
- additional training for the perpetrator or all team members, as appropriate
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)
- monitoring of relevant team members.

Victimisation

The company will not tolerate unlawful victimisation. Unlawful victimisation occurs when a person subjects, or proposes to subject, another person to any form of retaliation or detriment because they have made a complaint or brought a dispute under any state or federal equal opportunity legislation.