

Trackita.

POLICY

Overview

Equal Employment Opportunity & Anti-Discrimination Policy

Objectives

Trackita Pty Ltd ("the Company") is dedicated to fostering a workplace environment that is safe, accommodating, and respectful, free from all forms of discrimination, bullying, and harassment, including sexual and gender-based harassment.

We require all our staff to interact with others in a respectful, courteous manner, irrespective of their role or seniority.

By effectively implementing our Equal Employment Opportunity & Anti-Discrimination Policy, we aim to recruit and retain a talented and diverse workforce while promoting a healthy work culture.

Scope

This policy is applicable to:

All personnel: including executives, managers, full-time, part-time, temporary or permanent employees, job applicants, interns, contractors, subcontractors, and volunteers.

Company-client relations and public interactions.

All facets of employment including recruitment, job benefits, promotions, task assignments, working hours, leave arrangements, workload, and the use of company equipment.

Activities that occur during work hours, outside of work hours if related to work, work-related social events, and conferences.

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Note: While this policy outlines certain obligations for the Company, they are not contractual obligations, nor do they grant contractual rights. Any contractual terms will be defined in an employee's written employment contract. Trackita Pty Ltd retains the right to amend, revoke, or substitute this policy at its discretion.

Staff Rights & Responsibilities

Rights:

All staff have the right to:

Experience a merit-based recruitment and selection process.

A workplace free from discrimination, bullying, sexual harassment, and gender-based harassment.

Lodge complaints or inquiries in a reasonable and respectful manner without facing retribution.

Reasonable flexibility in work arrangements to accommodate family commitments, disabilities, religious beliefs, or cultural practices.

Responsibilities:

All staff are required to:

Adhere to the behavioral guidelines outlined in this policy.

Support individuals who have faced discrimination, bullying, or harassment by providing information on how to file a complaint.

Maintain confidentiality during complaint procedures.

Uphold the dignity, courtesy, and respect of everyone.

Additional Responsibilities for Managers and Leadership:

Exhibit exemplary behavior aligned with this policy.

Educate staff about their obligations under this policy and applicable laws.

Intervene swiftly when made aware of misconduct.

Handle complaints equitably, allowing all parties to present their case.

Assist staff in resolving complaints informally.

Ensure non-victimization of staff who raise complaints.

Unacceptable Conduct

Engagement in discrimination, bullying, sexual harassment, or gender-based harassment is strictly forbidden and unlawful under various Australian laws. Offenders may face disciplinary actions that could lead to employment termination.

Discrimination

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Discrimination can happen either directly or indirectly based on various protected personal characteristics as per Federal discrimination laws. Employers are obligated in certain circumstances to make “reasonable adjustments” for employees with disabilities.

Bullying

Bullying based on protected characteristics is considered a form of discrimination. It may manifest in various ways, including verbal or written abuse, social exclusion, and unreasonable refusal of workplace benefits. Any form of bullying is unacceptable and may also be illegal under workplace health and safety law.

Note: Trackita Pty Ltd has a separate Workplace Anti-Bullying and Anti-Harassment Policy, which addresses bullying and harassment that is not based on protected personal characteristics.

By adhering to this policy, we strive to maintain a respectful and inclusive workplace for everyone.

What is Sexual Harassment and Gender-Based Harassment?

Sexual Harassment

Unwanted sexual behavior that makes someone uncomfortable, offended, or scared is called sexual harassment. It can be:

- Rude comments about how someone looks or their personal life
- Staring or making sexual gestures
- Unwanted touching or hugging
- Dirty jokes or comments
- Sharing or displaying inappropriate pictures or messages
- Asking someone out repeatedly when they're not interested
- Asking for sexual favors
- Online harassment, like explicit posts or messages
- Any other actions that are sexually offensive
- Gender-Based Harassment

This is when someone is harassed or treated unfairly because they are male or female. It doesn't have to be sexual. For example, saying only men or women should do certain jobs is also harassment.

Where and When?

This applies to all work situations, like:

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- At work
- Work events or parties
- Between colleagues outside work
- Who Should Know?
- Everyone! Staff, contractors, and volunteers are all responsible for treating others fairly.

One Time is Too Many!

Even one incident can be considered harassment and needs to be taken seriously.

Immediate Action is Required

If harassment occurs, managers and employers need to act fast and handle it appropriately.

Respect Differences

What's okay for you might not be for someone else. Always respect others' boundaries.

Zero Tolerance

Harassment for any reason is not acceptable at Trackita Pty Ltd. Anyone caught doing so can face legal consequences, and the company can also be held responsible.

Victimizing is Not Okay

Don't treat someone badly because they've complained about harassment or helped someone else do so. That's against the law and a serious violation of this policy.

Public Hate Speech is Also Wrong (Vilification)

Publicly insulting or humiliating someone based on their race, gender, religion, or sexual identity is illegal and not tolerated here.

Keep it Confidential

Don't gossip about complaints. Sharing details without permission is a policy breach and can result in disciplinary action.

Hiring is Fair

We hire people based on skills and qualifications, not on personal traits like gender, race, etc.

How to Report a Problem

If you feel you've been mistreated, tell your manager or another trusted company official right away. If you witness harassment, you must also report it.

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Read More

For more details, check our:

[Workplace Anti-Harassment and Anti-Bullying Policy](#)

[Code of Conduct](#)

[Grievance Handling Policy](#)

By being a part of Trackita Pty Ltd, you agree to follow these rules to make our workplace safe and respectful for everyone.