



## Equal Employment Opportunity (EEO) Policy

ERA Personnel is committed to a policy of equal employment opportunity (EEO) to ensure that there are no discriminatory practices or measures in place which may hinder equitable recruitment, selection, progress or access to benefits for all candidates and employees. The policy is intended to protect our candidates and employees from discrimination and harassment in the workplace.

In implementing the policy, ERA Personnel will:

- Objectively select people on merit, encompassing assessment of individual skills, qualifications, abilities and aptitudes;
- Ignore consideration of characteristics which may include race, age, colour, national origin, sex, marital status, pregnancy, religion, political conviction, physical impairment or sexual preference;
- Maintain a workplace free of harassment, threats, bullying and violence;
- Ensure all candidates and employees are aware that discrimination and harassment in the work place is illegal and will not be tolerated. This includes contractors, customers, visitors and consultants.
- Provide training and communication to staff and employees of their responsibilities under the Act;
- Consult with candidates and employees about their needs and ensure their understanding of EEO.

Policies and practices will be regularly reviewed to ensure that they are meeting our requirements for EEO at all levels within our organisation.

