



EQUAL OPPORTUNITY & DIVERSITY POLICY

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Equal Opportunity & Diversity Policy

Dewick & Associates is committed to providing a workplace that is fair, inclusive, and free from discrimination.

We value diversity and are dedicated to ensuring equal opportunity in all aspects of employment, creating an environment where everyone is treated with dignity and respect.

This policy aligns with key Worldwide legislation, including:

Australia:

- Equal Opportunity Act 1984
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992

United Kingdom:

- Equality Act 2010

Canada:

- Canadian Human Rights Act
- Applicable Provincial Human Rights Legislation

We also consider international best practice and human rights principles.

Definition

Dewick & Associates defines discrimination, harassment, bullying, and victimisation as unacceptable workplace behaviours and does not permit such conduct under any circumstances.

Equal opportunity within the organisation means that all employment-related decisions are made objectively and based on relevant criteria such as merit, skills, qualifications, and legitimate business requirements.

Dewick & Associates is committed to ensuring that all individuals are afforded fair and equitable access to opportunities throughout the employment lifecycle.



Discrimination is prohibited on the basis of characteristics including, but not limited to:

- Age
- Disability
- Gender identity or expression
- Marital or family status
- Pregnancy or parental status
- Race, ethnicity, or nationality
- Religion or belief
- Sexual orientation

Who This Policy Applies To

This policy applies to:

- All employees (full-time, part-time, casual)
- Job applicants
- Any person interacting with Dewick & Associates

It applies to all work-related situations, including:

- Recruitment and selection
- Training and development
- Promotions and career progression
- Workplace interactions and conduct

Responsibilities

All Employees are expected to behave in the following way:

- Treat all individuals with respect and fairness
- Foster an inclusive and supportive environment
- Value different perspectives and backgrounds
- Report inappropriate behaviour

Unacceptable Behaviour:

- Discrimination (direct or indirect)
- Harassment (including sexual harassment)
- Bullying or victimisation
- Offensive, inappropriate, or exclusionary conduct

Support

Dewick & Associates will make reasonable adjustments to support:

- Employees with disabilities
- Religious practices
- Flexible working needs where practicable

Recruitment and Employment Practices

- Dewick & Associates ensure that:
- Recruitment processes are fair and unbiased
- Job advertisements are inclusive and non-discriminatory
- Selection decisions are based on merit
- Opportunities for development and promotion are accessible to all



Reporting Concerns

All employees are encouraged to report concerns about discrimination or unfair treatment.

Reports can be made to:

- Line Manager
- General Manager
- Dewick & Associates accounts

All complaints will be:

- Taken seriously
- Handled confidentially
- Investigated promptly

Dewick & Associates will not tolerate retaliation against anyone who:

- Raises a concern
- Participates in an investigation

Breaches of This Policy

Breaches of this policy may result in:

- Disciplinary action
- Termination of employment
- Further action in line with applicable laws