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## APPLICABILITY TABLE

**X**

indicates the businesses, within the division, to which this document applies.

Australian Vinyls / ModWood	<input checked="" type="checkbox"/>	Kleenheat	<input checked="" type="checkbox"/>	WesCEF Shared Services	<input checked="" type="checkbox"/>
Ammonia / Ammonium Nitrate	<input checked="" type="checkbox"/>	Sodium Cyanide	<input checked="" type="checkbox"/>	CSBP Fertilisers	<input checked="" type="checkbox"/>
				Decipher	<input checked="" type="checkbox"/>

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## 1. PURPOSE

Wesfarmers Chemicals, Energy & Fertilisers (WesCEF) is committed to creating a workforce that is diverse and a workplace that is inclusive where everyone is treated with fairness, equity and respect.

WesCEF believes that a workplace that encourages, as well as embraces, mutual respect, inclusion and diversity enjoys a distinct competitive advantage. Representing the communities in which we operate, our workplace is diverse in age, caring responsibilities, cultural background, national origin, religious belief, physical abilities, gender, gender identity, race, sexual orientation, relationship status, mental health, education, work experiences and many other real or perceived differences.

## 2. PRINCIPLES

We define diversity as all the differences between people in how they identify themselves (see examples in Purpose above). Inclusion is achieved when people feel valued, respected and able to fully contribute their skills and perspectives to their role and the business.

At WesCEF, we aim to:

- Ensure our workplaces embrace and respect diversity and inclusion, and recognise the positive impact and benefits for the business.
- Demonstrate commitment to Equal Employment Opportunities (EEO), diversity and inclusion through leadership practices and human resources systems and policies.
- Ensure that vacant positions are filled by the best candidate based on an assessment of their suitability against identified selection criteria whilst taking into account the promotion of a diverse workforce.

## 3. SCOPE

This policy applies to all employees of the WesCEF division, which includes all business units and departments in the division.

Contractors, consultants, agents and other intermediaries (External Personnel) are also expected to know and observe our standards and should be made aware of this policy by their responsible officer when they are engaged to work with us.

## 4. RESPONSIBILITIES

We are all responsible for creating a workplace that embraces, mutual respect, inclusion and diversity. Your responsibilities are to:

- Lead by example, demonstrating commitment to diversity, inclusion and equal employment opportunity (EEO).
- Take personal responsibility for your conduct in the workplace.

- Encourage and recognise the value of diverse thinking.
- Recognise and respect our differences and what makes all of us unique.
- Take all reasonable steps to ensure a workplace free from unlawful discrimination, harassment and bullying.
- Promptly identify and address any discrimination, harassment and bullying issues.
- Report any incident of discrimination, harassment and/or bullying to your manager or a WesCEF representative, in a timely manner.
- If your role involves supervisory responsibilities, you are also expected to make employment decisions based on merit, taking into account the commitment to create a diverse workforce, and ensure communication of this policy to both employees and External Personnel.
- Seek advice and support from Human Resources as required.
- Read, understand and comply with this policy.

## 5. PRACTICES

At WesCEF, we aim to achieve fair and equitable practices in all areas of employment, which means:

- Performance assessments are conducted in a fair and merit based manner.
- Recruitment and selection practices are according to the Recruitment and Selection Policy and Recruitment and Selection Procedure taking into account the creation of a diverse workforce.
- Employees have reasonable opportunity for relevant training and development.
- Grievance resolution processes are accessible and deal with workplace issues fairly, impartially and confidentially, and in accordance with the Grievance Resolution Policy and Grievance Resolution procedure.
- All practices are compliant with relevant State and Federal legislation.

## 6. PROHIBITED BEHAVIOURS

Any behaviour of a discriminatory, harassment or bullying nature displayed by an individual or group towards another individual or group is unlawful and will not be tolerated by WesCEF. Please refer to the Discrimination, Harassment and Bullying Policy for further details.

Decisions based on attributes unrelated to job performance including but not limited to race, colour, sex, national origin, age, disability, personal associations, religion, political beliefs, union involvement, marital status, sexual orientation, gender identity, pregnancy, family responsibilities may constitute discrimination and are prohibited.

## 7. PROCESS

See. Stop. Act.

If you observe or are involved in an EEO issue, you are encouraged to try and resolve the matter directly with the person/s involved. Where this is unsuccessful or inappropriate, you should consult Human Resources or the Grievance Resolution Policy and Grievance Resolution Procedure for guidance.

As noted in the Grievance Resolution Policy and Grievance Resolution Procedure, WesCEF's Whistleblower Policy contains an alternative and confidential procedure for the reporting of instances of unethical, illegal, fraudulent or undesirable conduct.

## 8. CONSEQUENCES

All employees and External Personnel are personally responsible for their conduct. Employees or External Personnel who raise a genuine EEO complaint under this policy or the Discrimination, Harassment and Bullying Policy will not be unfavourably treated or victimised as a result of making the complaint.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in inappropriate behaviour as outlined in this policy, or who makes a fraudulent or vexatious complaint. Depending on the seriousness of the incident, this may result in termination of employment.

## 9. RELATED DOCUMENTS

- Anti-bribery Policy
- Code of Conduct
- Discrimination, Harassment and Bullying Policy
- Electronic Usage Policy
- Fraud Risk Management Policy
- Grievance Resolution Policy
- Grievance Resolution Procedure
- Recruitment and Selection Policy
- Recruitment and Selection Procedure
- Whistleblower Policy

## **10. DOCUMENT MANAGEMENT**

### **Supersession**

This policy supercedes all previous Human Resources policy on EEO and diversity.

### **Currency**

This policy applies from the date of issue until it is replaced by another policy.

*For further information please contact **Human Resources***

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