

EQUAL OPPORTUNITY POLICY

PCA Ground Engineering is committed to providing a safe and healthy working environment for all employees, sub-contractors, visitors, customers and members of the community. Whilst we acknowledge that conflicts, discrimination and bullying are part of our society, we recognise that this behaviour is not acceptable nor will it be tolerated in our workplace or whilst on or off a clients' site.

Discrimination

It is the intention of this company to achieve the principal object of anti-discrimination, which is to respect and value the diversity of the work force by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Grievances, Conflicts and Disputes

Grievances occur when persons feel that they have been unfairly treated in a matter between themselves and a person in a position of authority. Conflict occurs as a result of disagreement between individuals, or groups, or individuals and groups, and may more often be of a "social" nature rather than an "industrial" nature. Disputes occur more due to a difference in interpretation, and generally require the intervention of a third party to arbitrate on the matter. Disputes generally grow out of grievances or conflicts.

Where you are in dispute with another employee or your superior;

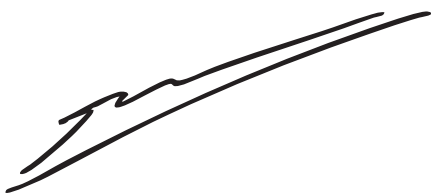
- The matter is to be discussed between you, the other employee/s and your superior
- If the dispute is not resolved at this level, the matter will be referred to the next superior person, until all avenues available in this process are exhausted
- Where the matter cannot be resolved 'in house', then it may be referred to an external tribunal for decision.

All parties will abide by any decision made in resolution of the dispute.

Workplace Bullying

Differences of opinion, conflicts, personality clashes and problems in working relationships are a part of working life. However this type of behaviour is repeated, or increases in intensity and becomes offensive, humiliating or threatening to a person, then workplace bullying exists, and as a health and safety risk, must be stopped.

A single incident of harassing type behaviour is not considered to be workplace bullying. If you feel that you are being bullied (or witness another person being bullied), you should report the matter to allow proper action to be taken to prevent the situation from escalating.



Robert Bollman
General Manager



Karim Boualem
Engineering Manager

