



Equal Opportunity **Policy**

Adopted by resolution of the Board on
21 August 2023

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1. Scope and Purpose

Millennium Services Group (**the Group**) is committed to achieving a harmonious workplace and acknowledges the rights of all employees and workers to be treated with dignity and respect. The Group will endeavor to provide a workplace free from discrimination, bullying, harassment, vilification, and victimisation. The Group will endeavor to ensure behaviors are in accordance with our Code of Conduct Policy.

The Group will, where practicable, accommodate special needs employees with the necessary resources, so that they may meet the inherent requirements of the job. The Group prides itself on being an equal-opportunity employer.

2. Management Responsibilities

Management will:

- Senior Management, which is defined as all roles from the Managing Director and Chief Executive Officer to Account Management level has a proactive obligation to ensure Millennium workplaces are free of discrimination, harassment, bullying, vilification, and victimisation. This is referred to as an 'upstander' obligation.
- Treat all employees fairly and with respect.
- Create a work environment free from discrimination, harassment, bullying, vilification, and victimisation.
- Fully utilise and develop the potential of every employee.
- Manage complaints regarding policy breaches quickly, seriously, and confidentially.
- Keep all policies and procedures consistent with equity and equal opportunity principles and ensure this is communicated to all staff.
- Not discriminate on the grounds of;
 - Age, sex, sexual orientation, intersex status, or gender identity.
 - Marital status, pregnancy, breastfeeding, parental status, family, or carer's responsibilities.
 - Physical or mental impairment or disability.
 - Race, colour, ethnic origin, ancestry, religion, or political opinion.
 - National extraction or social origin.
 - Trade union membership.

3. Employee Responsibilities

Millennium employees will:

- Treat co-workers fairly and with respect.
- Conduct themselves in a manner whereby they do not discriminate, harass (including, without limitation, sexually harass or harass on the ground of sex), bully, or victimise anyone whilst in the workplace.
- Support and actively participate in creating a work environment free from discrimination, harassment (including, without limitation, sexual harassment, or sex-based harassment), bullying, vilification, and victimisation.
- Fully utilise and strive to develop their potential.
- Give the Group the opportunity to resolve issues internally.
- Recognise the Group has the right to request a medical examination to prove fitness to carry out existing or new duties, should it be deemed necessary.