

Equal Opportunity, Workplace Inclusion & Respect Policy vs2 April 17, 2025

Peter Rowland Group

Equal Opportunity, Workplace Inclusion & Respect Policy

1. Purpose

Peter Rowland Group (PRG) is committed to providing a workplace that is fair, inclusive, safe and free from discrimination, harassment and victimisation.

This policy outlines our commitment to equal opportunity and our proactive obligations under the **Sex Discrimination Act 1984 (Cth)**, including Positive Duty requirements.

2. Scope

This policy applies to all directors, managers, employees, contractors, labour-hire personnel and representatives across all PRG workplaces and event sites.

3. Equal Opportunity Commitment

PRG provides equal employment opportunity regardless of:

- Race, colour or ethnicity
- Sex, gender identity or sexual orientation
- Age
- Religion or belief
- Disability
- Marital or family status
- Pregnancy
- Political belief
- National extraction or social origin
- Any protected attribute under applicable legislation

All employment decisions are based on merit, capability and operational need.

4. Sexual Harassment & Respectful Workplaces

PRG maintains a zero-tolerance approach to sexual harassment and unlawful conduct.

Sexual harassment includes any unwelcome sexual advance, request for sexual favours or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated.

Prohibited conduct includes (but is not limited to):

- Inappropriate comments, jokes or gestures

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- Unwanted physical contact
- Sexually suggestive communications (verbal or digital)
- Display of offensive material
- Behaviour that creates a hostile work environment

Such conduct is unlawful and may result in disciplinary action, including termination.

5. Positive Duty (Proactive Prevention Obligation)

PRG recognises its Positive Duty to take reasonable and proportionate measures to eliminate:

- Sexual harassment
- Sex-based harassment
- Discrimination on the grounds of sex
- Hostile work environments
- Victimisation

To meet this obligation, PRG:

- Provides regular workplace behaviour training
- Conducts leadership briefings on respectful conduct
- Maintains documented grievance and reporting procedures
- Undertakes periodic policy reviews
- Ensures senior leaders model respectful conduct
- Investigates complaints promptly and confidentially

Prevention is prioritised over reaction.

6. Reporting & Complaint Process

Employees who experience or witness inappropriate conduct are encouraged to report concerns to:

- Their direct manager
- A senior manager
- Human Resources

Reports will be handled confidentially and fairly. Retaliation against individuals who raise concerns in good faith will not be tolerated.

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7. Responsibilities

All Employees Must:

- Behave respectfully
- Comply with this policy
- Report inappropriate conduct

Managers Must:

- Model appropriate behaviour
- Address concerns immediately
- Ensure fair recruitment and promotion practices
- Promote a safe and inclusive environment

8. Compliance

PRG complies with relevant Commonwealth and Victorian Equal Opportunity and Anti-Discrimination legislation.

Breaches of this policy may result in disciplinary action up to and including termination of employment.

Commitment

Peter Rowland Group is committed to maintaining a culture of dignity, respect and safety. Equal opportunity and proactive prevention of harassment are fundamental to our integrity and long-term success.