

Equal Employment Policy

Item(s) New Policy	Doc No: 1
Superseded:	Version: 1
Developed by: Human Resources	Date: 21 st June 2022
Authorised by: HR	Pages: 3

1. Ascention Purpose Statement

- 1.1 The purpose of this policy is to ensure Ascention complies with all its obligations under the relevant legislation.
- 1.2 Ascention aims to achieve a harmonious workplace and recognises the right of all people who interact with us to be treated with dignity and respect.
- 1.3 Ascention supports equal opportunity in the recruitment, selection, training, promotion, performance management and termination of employees.
- 1.4 An individual's suitability for any position within the Company will be assessed on merit and their ability to meet the inherent requirements of the position.
- 1.5 Every person will be given a fair and equitable chance to compete for appointment, promotion, transfer, and to pursue their career as effectively as others.

2. Scope

- 2.1 This policy applies to all officers, employees (including Directors, executives, and managers) and contractors of Ascention. Ascention also requires contractors, sub- contractors, agents, and other personnel required to perform work to adhere to this Policy.
- 2.2 The policy does not have regard to the officer's, employee's or contractor's length of service, title, or relationship to Ascention.

3. Responsibility

- 3.1 There will be no discrimination on the basis of race, religion, gender, ethnic origin, age, disability, marital status, family responsibilities, membership or non-membership of a union, veteran status, sexual orientation, or any other status or characteristic protected by federal or state law.
- 3.2 Unacceptable forms of behaviour include, but are not limited to:
 - Verbal, physical, and psychological abuse, including unwelcomed jokes
 - Intimidation
 - Verbal and/or physical conduct of a sexual nature
 - Unwanted touching
 - Treating anyone differently because of their gender, race, religion, age, disability, or any other status which is protected under state or federal law.

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4. Equal Employment Opportunity

4.1 Equal Employment Opportunity (EEO) means that employment policies and practices are based on, and operate according to, the principle of merit.

4.2 Workers are to be treated fairly and equitably when making employment decisions and that unlawful discrimination should not take place.

4.3 It is against the law to discriminate against someone relating to their actual or assumed attributes including:

- Age
- Career status, family responsibilities, potential status
- Disability / impairment
- Employment activity
- Gender identity, sexual orientation
- Industry activity
- Marital status
- Physical features
- Political belief or activity
- Race
- Pregnancy
- Religious belief or activity
- Sex

4.4 Equal Employment Opportunity consists of ensuring that all employees are given equal access to training, promotion, appointment, or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

5. Direct Discrimination

5.1 Occurs when a person with a protected attribute is treated less favourably than another of that attribute.

6. Indirect Discrimination

6.1 Occurs when a policy or requirement imposed or proposed and someone with a particular attribute cannot comply with the requirement, and it is unreasonable in the circumstances.

7. Freedom from Bullying, Harassment, and Discrimination

7.1 Ascension is committed to maintaining a work environment which is based on mutual trust and respect, and which is free from all forms of bullying, harassment, or discrimination.

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7.2 Any employee who believes they are being subjected to harassment, bullying, or discrimination by another in the work environment is directed to report such incidents to their Manager and Human Resources.

7.3 The Company has zero tolerance against retaliation toward any employee for making a good faith harassment or discrimination complaint or for cooperating in a harassment or discrimination investigation.

7.4 Conversely, should an employee be found to have deliberately made a vexatious or false harassment claim, they may be subject to disciplinary action.