



PO Box 457, Paihia, Northland, 0247

Phone 0800 225 926

Email customer.service@calyco.nz

EQUAL EMPLOYMENT OPPORTUNITY **POLICY STATEMENT**

Equal Employment Opportunity (EEO) means that merit and equity are the basis of all decisions that affect the staff. The management and staff of CALYCO NZ LTD ensure that all employment related decisions are based on merit without regard to personal characteristics or circumstances.

Aim

This Policy aims to create an environment where all staff are treated with respect and dignity, where all staff are able to contribute to their maximum potential and where the diversity of ideas, work styles and perspectives is valued and utilised to help develop the business.

Objectives

The objectives of this policy are to:

- Create a working environment which is free from discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect;
- Implement awareness raising strategies to ensure that all employees know their rights and responsibilities;
- Provide an effective procedure for complaints, based on the principles of natural justice;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Guarantee protection from victimisation or reprisals;
- Encourage the reporting of behaviour which breaches this policy; and
- Promote appropriate standards of conduct at all times.

These objectives apply to recruitment, selection, promotion, working hours, compensation, discipline, benefits and training for staff, contractors and consultants.

Our commitment to EEO is as important as our commitment to other business objectives.

This policy and associated procedures will be reviewed every two years in consultation with employees and associated parties to ensure relevance and compliance.

Jeff Archer
Director

January 2015