Anti-Discrimination Policy

ISS is committed to eliminating all forms of unlawful discrimination from the workplace and ensuring equal opportunity.

This means we have workplace rules, policies, practices and behaviours that protect the rights of employees to achieve their full potential in an environment that values and affirms diversity and is free from discrimination, harassment, victimisation and vilification. ISS will take all reasonable steps to ensure employees are treated with dignity, courtesy and respect.

**Discrimination** is when a person is treated less favourably than another person in a similar situation because of their:
- sex, sexuality, lawful sexual activity or gender identity;
- relationship status, family responsibilities, breastfeeding, pregnancy or carer/parental status;
- race (including colour, nationality, ethnicity and ethnic origin);
- age, disability / impairment, physical features;
- medical or criminal record;
- religious or political belief or activity;
- industrial / trade union / employment activity;
- personal association with someone on the basis of any of the above grounds.

Discrimination can either be direct or indirect.

Direct discrimination takes place when an individual is disadvantaged or treated less favourably than another person. An example of direct discrimination is failing to employ someone because of the person’s age.

Indirect discrimination happens when a practice or policy appears to be fair because it treats everyone the same way but actually disadvantages people from a particular group. An example of indirect discrimination is requiring all people who apply for a certain job to pass a written grammar test, even though being able to write in English is not necessary for the job. This test might exclude more people whose first language is not English.

If you believe you are being treated unfairly, discriminated against or harassed you need to take action:
- If you can, try to resolve the problem yourself directly with the person(s) involved;
- If not, or if the behaviour continues, tell your Supervisor or Manager, or contact the People Manager or another management representative at your Regional or National Office.

For further details refer to the Grievance Policy. You may also contact your Union if you are a member.

Any breach of this policy may lead to disciplinary action up to and including termination of employment.

SCOTT DAVIES
CHIEF EXECUTIVE OFFICER
ISS AUSTRALIA and ISS NEW ZEALAND
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