



POLICY NAME	DIVERSITY & DISCRIMINATION POLICY
POLICY OWNER	GROUP HUMAN RESOURCES MANAGER
EFFECTIVE DATE	JULY 2015
REVIEW DATE	JULY 2017

OVERVIEW

Funtastic is committed to creating an environment free from discrimination, harassment and victimisation and where equal opportunity exists for all, and diversity in all its forms are encouraged. All employees, customers, contractors, suppliers and potential employees are treated fairly, equitably and with respect at all times. It is performance, skills and abilities that differentiates people, not age, sex, race or any other discriminatory manner.

Individuals found to have breached this policy are subject to appropriate disciplinary action, which may include dismissal.

POLICY

An effective workplace is one that is safe and productive for all employees, and as such our commitment is to provide an environment that treats all employees equitably, fairly and with respect.

Laws exist that expressly prohibit anyone being discriminated against on the basis of their age, race, gender, marital status, pregnancy, disability, sexual orientation, employment activity, physical features, religious belief or activity, carer responsibilities or personal association. Any breach of this policy that result in the breaking of these laws is the subject of disciplinary action, which may include dismissal.

ACHIEVING DIVERSITY

Funtastic's strategy to achieve a diverse workplace is:

1. Removal of barriers preventing diversity, such as discrimination.
2. Acknowledge the need to develop flexible work practices, where possible within the context of business requirements, in order to meet the differing needs of our team members.
3. Communicate & drive diversity in all company policies and procedures.

There are 2 types of discrimination:

Direct Discrimination: is when it's quite clear someone has treated you differently because of your sex, age etc. This often happens because of a stereotyped view of what all or most of a particular group are like. For example, not offering development opportunities to an older person because they're going to be in the workforce less time than a younger person.

Indirect Discrimination: Indirect discrimination occurs when treating everybody the same way disadvantages someone because of a personal characteristic. For example a manager promotes someone based on length of service rather than on merit which may disadvantage a younger person.

This policy is demonstrated through the following express commitments:

- To recruit and appoint the best qualified person for the available job where suitability is assessed according to relevant criteria such as skills, education, qualifications, experience, abilities, prior work performance and aptitudes;
- To appraise, reward and promote employees on the objective assessment of performance, achievement of agreed objectives, skills development, business performance and the individual's potential;

- To provide opportunities to employees for personal and professional development which are consistent with the organisation's objectives and individual's professional goals;
- To remove barriers which impede the potential of employees to achieve their professional goals within the organisation's objectives;
- To provide all employees and managers with the education and understanding of this policy and to feel secure in being able to discourage discrimination and raise issues.

Employee Responsibilities

Every employee has a responsibility to treat all other employees with fairness, equity and respect so that the total working environment is free from discrimination, harassment and victimisation. All employees have the responsibility to actively discourage discrimination.

Role of Managers

Managers are accountable for their own actions and those of their department, ensuring that the principles of equal opportunity are practiced.

Managers should ensure that:

- They role model the right behaviour;
- All employees are aware of the EEO principles and procedures;
- All employees act in a non-discriminatory manner towards other employees;
- Early corrective action is taken to deal with discriminatory or harassing behaviour; and
- They handle concerns promptly and professionally and provide a support option for their employees.

If you have a complaint

If you feel this policy has been breached in any way you have the right to raise it as a complaint. Refer to the Grievance and Complaint Procedure for further detail on the way to do this. The complaints procedure provides an objective, fair and transparent mechanism to have the details of your complaint heard and resolved as quickly as possible. All complaints are treated in the strictest of confidence.

COMPLIANCE

Funtastic will meet its obligations with respect to diversity as required under the ASX Corporate Governance Principles and Recommendations.

This will be achieved by:

- a. establishing and communicating this policy;
- b. establishing measurable objectives for achieving gender diversity;
- c. the Board assessing annually the measurable objectives for achieving gender diversity and
- d. the progress made toward achieving them;
- e. in the Funtastic annual report disclosing:
 - i. the process the Board adopts and the criteria the Board uses in its selection of prospective new Board members;
 - ii. the measurable objectives for achieving gender diversity set by the Board and the
 - iii. progress made towards achieving them; and
 - iv. the proportions in the Group (relative to their male counterparts) of:
 1. female employees;
 2. females in senior executive positions; and
 3. females on the Board

Legislation

Relevant legislation that underpins, and should be read in conjunction with, this policy includes:

- Age Discrimination Act 2004 (*Cth*)
- Australian Human Rights Commission Act 1986 (*Cth*)
- Charter of Human Rights & Responsibility (*Vic*)
- Disability Discrimination Act 1992 (*Cth*)
- Equal Opportunity Act 1995 (*Vic*)
- Equal Opportunity For Women in the Workplace 1999 (*Cth*)
- Racial Discrimination Act 1975 (*Cth*)
- Racial & Religious Tolerance Act 2001 (*Vic*)
- Sex Discrimination Act 1984 (*Cth*)