



EMPLOYMENT POLICY

Gongues Constructions Pty Ltd (Gongues Constructions) recognises that its employees are fundamental to its success.

Our employment practices must ensure that employees are treated justly and with respect and that their abilities, differences and achievements are recognised.

Equality of opportunity and dignity at work are essential in helping all employees to develop their full capabilities. By embracing diversity in all aspects of our business, we will ensure a positive, inclusive working environment for employees throughout the organisation.

We have a core principle of open competition in our approach to employment and will ensure -

- there will be no unlawful discrimination against any employee or prospective employee on the grounds of gender, sexual orientation, disability, religion, colour, race or national or ethnic origin.
- we comply with the requirements of any relevant laws and regulations relating to discrimination including the Modern Slavery policy, unpaid work and child labour.
- there will be no discrimination against any employee or prospective employee on the grounds of age.
- employees must refrain from any conduct which might amount to discrimination.
- access to employment and development shall be based on ability, qualifications and suitability for work and for available opportunities.
- pre-employment, employment, development and retention processes and practices shall be based on the principles of equal opportunity and fairness are adhered to.
- Recruitment agencies used in the identification and selection of potential employees shall be made aware of this policy.
- employees must be treated with dignity and respect, in a working environment which respects their human rights and which is free from unlawful discrimination and from any form of conduct, whether physical, emotional or verbal, which could not be considered to be harassing, coercive or disruptive, including sexual harassment.
- employees shall be encouraged to report and discuss, on a confidential basis, any problem associated with or arising out of their employment.

The policy is a public document; it shall be clearly displayed and made available to all interested parties.

This policy applies to all sites where Gongues Constructions is performing work and covers all our activities and services.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the Managing Director.

Carlos Gonçalves
Managing Director