



Policy

Equal Employment Opportunity

1.0 INTRODUCTION

- 1.1 The Reed Group are an Equal Employment Opportunity (EEO) employer and will treat all employees and potential employees fairly—irrespective of their sex, race, ethnic origin, disability, age, religion, sexual preferences, marital status or any other prohibited grounds of discrimination. Discrimination and harassment are not tolerated in our workplace.
- 1.2 The policy equally applies to the advertisement of jobs, recruitment, promotion and appointment of all applicants.

2.0 OUR INTENTIONS

- 2.1 As individuals and as an organisation, we are committed to providing a harmonious, supportive and productive working environment which is free from intimidation and harassment, valuing diversity and equality of opportunity.
- 2.2 We intend to achieve this by:
 - Managing policies, procedures and practices which do not discriminate against individuals;
 - Providing all employees with an equal opportunity to advance and enhance their careers, which is determined on the basis of merit with regard to qualification, experience, ability and potential;
 - Ongoing monitoring of policies, procedures and practices to determine whether they have a direct or indirect discriminatory effect;
 - Providing a procedure for the resolution of grievances in the workplace; and
 - Seeking to ensure that these policies shall apply to all dealings within our organisation as well as to those with whom The Reed Group does business. Reed may refuse to deal with third parties whose practices or products would be in conflict with the spirit of this policy.
- 2.3 All employees have a responsibility to help The Reed Group provide a work environment which is free, either directly or indirectly from any form of discrimination, harassment, vilification, bullying, victimisation, insult or ridicule.
- 2.4 Managers and supervisors are accountable for the implementation of this policy and, where necessary, to enforce it.
- 2.5 The Human Resources Manager is responsible for coordinating the Equal Employment Opportunity Policy.
- 2.6 This Equal Employment Opportunity Policy (as varied by the organisation from time to time) forms part of your employment agreement with Reed.

Dated: 25 January 2010