



UNLAWFUL DISCRIMINATION POLICY

Acqua Drill Resources values its employees and believes in conducting business ensuring fair, equitable and non-discriminatory employment and operational practices. It is our aim to provide a workplace which maximises the talent, potential and contribution of all employees and ensures equal opportunity for all.

Definition

Equal opportunity in employment means that employees are judged on their ability to do the job based on merit rather than assumptions about them based on different characteristics. Discrimination occurs where a person distinguishes between individuals or groups because of a characteristic that applies, or is assumed to apply, to that individual or group, so as to disadvantage some and advantage others.

Discrimination on any of the grounds listed below is illegal:

- gender
- race
- marital status
- pregnancy and potential pregnancy
- family responsibility
- sexual preference
- age
- physical, intellectual or psychological impairment
- religious beliefs and activities
- political beliefs and activities
- gender reassignment
- criminal record or spent convictions
- trade union membership

Application

Employees are required to treat each other with fairness, equity and respect so that the working environment is free from discrimination and harassment. Acqua Drill Resources has the responsibility to ensure that the principles of equal opportunity are practised and reflected in its policies and procedures.

Consequences

Discrimination and harassment will not be tolerated within Acqua Drill Resources. Any employee found to have discriminated against or harassed another employee, a client or supplier, is personally responsible for his or her conduct.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in such behaviour. Depending on the seriousness of the incident this may include termination of employment.

The management at Acqua Drill Resources has a duty to prevent discrimination and harassment and is held responsible if it occurs, unless all reasonable steps have been taken to eliminate it in the workplace.

An employee who makes a fraudulent or vexatious complaint will face disciplinary action or termination of employment if appropriate.

Complaints Procedure

If the employee has been discriminated against or harassed and wishes to lodge a complaint or would like to talk to someone about it, the employee should contact the Operations Manager. The employee will not be penalised or victimised for making a complaint.

If the employee does make a complaint it will be dealt with promptly and impartially. Utmost confidentiality will be maintained at all times with only those people directly involved and relevant management notified of the complaint.

Brendon Elford

**Operations Manager
Acqua Drill Resources Pty Ltd**

A handwritten signature in black ink, appearing to read 'B Elford', written over a light blue grid background.