

# Anti-Discrimination Policy

Approved by BG&E Resources' Audit & Risk Management Committee (ARC)

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| 0                | 29/9/2023 | Kate Hartness | Bianca Taylor and<br>Craig Bloxham | Audit & Risk Management<br>Committee (ARC) |

# 1. Purpose

BG&E Resources Pty Ltd (“BGER”) (“the Company”), ABN 94 628 465 056, is an employee-owned, multidisciplinary engineering and ESG advisory consultancy, delivering technical solutions for clients in the Resources, Energy and Industrial sectors. We are united by our purpose – together, we embrace ambition and innovation to solve complex problems, engage communities and transition all to a nature-positive future – and committed to helping clients to decarbonise.

The Company is committed to providing a safe, flexible and respectful working environment for employees, clients and suppliers – free from all forms of discrimination, harassment and bullying – where we treat people of every background with dignity, courtesy and respect. We aim for equality of opportunity for all employees.

We respect and value our employees, clients and other stakeholders, and are committed to finding ways to actively support and encourage a diverse workforce and inclusive workplace for today and in the future.

As a Company that values human rights, we honour the unique skills, competencies, and insights that only a diverse and inclusive workforce can offer. In addition to this Anti-Discrimination Policy (Policy), our Code of Conduct sets out a common framework for how we expect our people to behave.

BGER acknowledges and respects the fundamental human rights of our people and all individuals we engage with, either directly or indirectly. This is evident in our actions and participation in voluntary initiatives such as the United Nations’ Global Compact, as well as in our other corporate policies.

We strive to prevent any involvement in human rights violations, comply with all relevant labour and employment laws, and use recognised labour principles and guidelines in how we do business.

The governance of our Anti-Discrimination Policy is overseen by the Company’s ARC.

## 2. Scope

This Policy applies to all employees of BGER. When we say “we”, “our” or “us” we are referring to everyone at the company.

Where appropriate, we will also encourage our clients, joint venture partners, stakeholders and suppliers, including non-BGER staff working for, or representing, BGER on client sites, and community stakeholders to respect this Policy.

Any complaints or reports of discrimination, harassment or bullying will be treated quickly and seriously. They will be investigated thoroughly, impartially and where possible, confidentially (when investigating some complaints, however noting that confidentiality is not always possible). Managers and supervisors and/or our People and Culture (P&C) team must act immediately on any reports of harassment.

Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint. Outlined in this Policy is an internal dispute resolution process to assist our employees raise issues of concern. Appropriate disciplinary action may be taken against anyone found to have breached this Policy.

### **3. Rights and Responsibilities of Employees**

All employees are entitled to:

- Recruitment and selection decisions based on merit and not by personal characteristics.
- Work free from discrimination, harassment and bullying.
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All employees are required to:

- Follow the standards of behaviour outlined in this Policy.
- Offer support to people who experience discrimination, bullying or harassment, including providing information about how to make a complaint.
- Avoid gossip and respect the confidentiality of complaint resolution procedures.
- Treat everyone with dignity, courtesy and respect.

Managers and supervisors are required to:

- Model appropriate standards of behaviour in accordance with all BGER policies.
- Take steps to educate and make employees, clients and suppliers aware of their obligations under this Policy and legislation.
- Intervene quickly and with a duty of care when they become aware of inappropriate behaviour.
- Listen impartially to complaints, encourage informal resolution and act fairly to resolve issues.
- Refer formal complaints and breaches of this Policy to the General Manager, P&C.
- Maintain confidentiality and ensure complainants are not victimised.
- Ensure that recruitment decisions are based on merit and that no conscious or unconscious bias is applied.
- Consider requests for flexible work arrangements.

## 4. Legislation and Standards

BGER will comply with all Australian requirements and legislations, as well as internationally recognised human rights and standards.

Discrimination, bullying and sexual harassment are unacceptable at BGER and are unlawful under legislation including but not limited to:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth).

Employees (including managers) found to have engaged in such conduct may be counselled, warned or disciplined. Severe or repeated breaches can lead to formal disciplinary action including termination of employment. Employees can be held personally liable for certain breaches of discrimination law, and BGER can also be liable for our employees' conduct.

### 4.1 Discrimination

BGER will comply with all Australian requirements and legislations as well as recognised standards for unacceptable workplace conduct.

Discrimination, bullying and sexual harassment are unacceptable at BGER and are unlawful under federal legislations identified above and relevant state laws.

Employees, including managers and supervisors, found to have engaged in such conduct may be counselled, warned or disciplined. Severe or repeated breaches can lead to formal disciplinary action including termination of employment. Employees can be held personally liable for certain breaches of discrimination law, and BGER can also be liable for our employees' conduct.

Direct discrimination is treating or proposing to treat a person with an attribute unfavourably because of race, ancestry, ethnicity, Indigenous culture, citizenship, creed, colour, age, physical features, sex, sexual orientation including LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, questioning), lawful sexual activity, gender identity and expression, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, industrial activity or trade union membership, affiliation, or military status.

Workplace discrimination can occur in recruitment and talent selection; the terms, conditions and benefits offered as part of employment with BGER; and training offered or withheld.

### 4.2 Equal Opportunity Anti-Discrimination, Anti-Harassment and Anti-Bullying

BGER's recruitment approach reflects our purpose, strategy and Code of Conduct. We apply merit-based recruitment and selection practices to attract people to our business.

In addition, we aim to ensure the most suitable applicant is chosen for the role on merit and in a transparent, timely, equitable and efficient manner, free from conflict of interest.

Disability needs to be reasonably accommodated in the workplace. For recruitment purposes, any identified disability requires BGER to consider whether we can reasonably accommodate the disability in the workplace, and to do so if this can be achieved.

### 4.3 Harassment

A person may unlawfully harass another person if he/she they/them make that other person (another employee or a client and/or supplier organisation or the public) feel offended, humiliated or intimidated. This may involve inappropriate actions, behaviours, comments or physical contact that is objectionable or causes offence.

Examples of harassment can include behaviours such as:

- telling insulting jokes about a person's attributes;
- sending explicit or sexually suggestive emails;
- displaying offensive or pornographic posters or screen savers;
- making derogatory comments or taunts about someone's race, religion, gender, etc.; and
- asking intrusive questions about someone's personal life, including their sexual orientation.

### 4.4 Sexual Harassment

Under the Fair Work Act, sexual harassment in the workplace happens when an employee:

- makes an unwelcome sexual advance;
- makes an unwelcome request for sexual favours;
- engages in other unwelcome conduct of a sexual nature;
- offends, humiliates, or intimidates another person; and
- causes a risk to another person's health and safety.

### 4.5 Bullying

Bullying is a significant workplace health and safety issue which can cause harm to a person's physical and psychological wellbeing. BGER has a responsibility and duty of care to its employees to ensure a healthy and safe workplace is maintained, free of bullying.

The Australian Government defines bullying at work when:

- a person repeatedly behaves unreasonably towards another employee or group of employees; and
- the behaviour creates a risk to health and safety.

Examples of bullying include:

- behaving aggressively towards others;
- teasing or playing practical jokes;
- pressuring someone to behave inappropriately;
- excluding someone from work-related activities or events; and
- unreasonable work demands.

### 4.6 Reasonable Management

A Manager can:

- make decisions about poor performance;
- take disciplinary action; and
- direct and control the way work is conducted.

Bullying does not cover situations where it constitutes reasonable management actions such as:

- performance management processes;
- ongoing meetings to address underperformance or behaviours;
- counselling or disciplining an employee for misconduct;
- modifying an employee's duties, including by transfer or redeployment;
- investigating alleged misconduct; and
- allocating work in compliance with systems and policies.

## 5. Resolution of Issues

Information on potential non-compliance with this Policy by BGER, its employees, clients, suppliers and any third parties with whom BGER conducts or anticipates conducting business with, must be reported promptly.

Employees can report issues of discrimination, harassment, bullying or victimisation by:

- contacting or speaking to their Manager;
- contacting or speaking to any of the Directors or Members of the Executive Leadership Team (ELT);
- contacting or speaking to any of the P&C team; and
- contacting or speaking to any of Members of the ARC.

We also encourage our clients and suppliers to report and express their concerns relating to our employee' behaviours and suspected violations of this Policy.

For further details about the Company's Anti-Discrimination Policy, please contact:

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