Global Equal Opportunity and Diversity Policy
Policy Statement

Close the Loop (CLG) and its related entities maintains a commitment to be an inclusive workplace that embraces and values diversity. CLG is committed to creating and fostering an inclusive culture that allows its people to flourish based on merit, irrespective of gender, ethnicity, religion, sexual orientation or disability.

This document should be read in conjunction with the Global CLG Workplace Behaviour Policy and the sites Grievance Resolution Policy and Procedure.

In addition to the above, CLG defines equal opportunity as fairly treating employees, customers, stakeholders and other third parties. Equal employment opportunity (EEO) means equal access to employment and benefits and services for all current and prospective employees.

CLG aims to provide fair and equitable outcomes in all areas of employment and endeavours to:

- Recruit people according to their skills, qualifications, abilities and experience.
- Make reasonable adjustments for individuals with disabilities who can perform the essential functions of the position for which they are qualified and selected, to assist them in their roles.
- Provide conditions of employment, benefits and opportunities for training and development, without discrimination and which encourage employee satisfaction, commitment to the job and the delivery of quality products and services to customers.
- Assess and promote all Managers and employees without discrimination, based on an objective of their performance and potential.
- Provide an environment which considers employee's family responsibilities in balance with business requirements.
- Recognises and respects the social and cultural backgrounds of all employees and clients.
- Promote equal opportunity as an integral part of good management practices, ensuring management decisions are made without bias.

Fair treatment is:

- Treating people as individuals without making judgements based on irrelevant personal characteristics.
- Creating a work environment free from discrimination, harassment, bullying and victimisation.
- Allowing all employees to work to their full potential.
- Making decisions based on merit.

Legitimate comment on performance or work-related behaviour is not unfair treatment.

Rights and Responsibilities

Equal opportunity law gives rights and responsibilities to employees, current and potential, and to employers.

Employees have:

- The right for employment decisions to be made on merit.
- The right not to be discriminated against, sexually harassed or victimised at work.
- The right to be protected by their employers from these behaviours.

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- The right to complain.
- The right to work in an environment free of discrimination and sexual harassment.
- The responsibility not to discriminate against, sexually harass or victimise other employees.
- The responsibility to be familiar with the Equal Opportunity and Anti-Discrimination, Harassment and Bullying Policy.
- The right to report to management if they are being harassed by anyone in the course of their work.

Employers have:

- The right to control, direct and monitor work performance.
- The right to provide legitimate comment on performance or work-related behaviour.
- The responsibility to ensure that the workplace is free from discrimination, sexual harassment and victimisation.
- The responsibility to take all reasonable steps to prevent these behaviours.
- The responsibility to respond quickly, seriously and effectively to any complaints.

This policy is to be read in conjunction with the Global CLG Workplace Behaviour Policy and sites the Grievance Resolution Policy and Procedure.

Anyone making a complaint or helping someone else to complain about unlawful discrimination or harassment is protected from being victimised for doing so.

Breaches

Anyone found to have breached CLG's policy or the law, or to have made a false or malicious complaint, will be disciplined under the sites Disciplinary Action Policy and Procedure.

Marc Lichtenstein

Executive Director / CFO

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