

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

CS Energy's commitment to the principles of Equal Employment Opportunity (EEO) will ensure all employees have equal opportunity when seeking and obtaining employment and/or promotion and work in an environment that is free from unlawful discrimination, workplace harassment, bullying and vilification.

## Objectives

- To provide a workplace in which employees are treated fairly and with respect and dignity.
- To ensure that employees remain aware of, and maintain appropriate standards of behaviour in the workplace, and clearly understand that any form of harassment, discrimination or intimidation will not be tolerated.
- To ensure that management and all employees and potential employees are aware of their rights and responsibilities in relation to unlawful discrimination, workplace harassment and bullying.
- To provide a fair and effective process for resolving complaints internally where possible.
- Implement an EEO Management Plan.

## Scope

This policy, associated guidelines and procedures provide the framework for the management of EEO at all CS Energy workplaces and apply to all persons in our workplaces.

## Actions

CS Energy's actions to support this EEO, Harassment and Discrimination policy are:

- Provide appropriate EEO, harassment and discrimination awareness training to ensure that employees are aware of their rights and responsibilities with regard to these issues.
- Model appropriate and professional workplace behaviour
- Promptly identify and deal with behaviour, which constitutes workplace harassment or has the potential to develop into workplace harassment in accordance with the relevant procedure.
- Develop, implement and review the annual EEO Management plan
- Support and promote the network of Workplace Contact Officers appointed to facilitate the informal resolution of grievances
- Encourage employees to be informed and aware of EEO issues.

## Responsibilities

The CS Energy Board, Chief Executive and Management Team are responsible for ensuring that its EEO objectives are met and the policy implemented. The General Manager Organisational Development is responsible for implementation and review of this policy.

All Managers and Supervisors are responsible for setting the standard of appropriate workplace behaviour and ensuring their team is aware of, and follows this standard. Managers and Supervisors are expected to take prompt action to rectify any situations where workplace behaviour is not appropriate.

All Employees are responsible for their own behaviour and expected to treat others with respect and dignity and comply with our Fair Treatment and Grievance Resolution System.



David Brown  
**CHIEF EXECUTIVE**  
14th January 2008