



M.A.T.E.S

Material for Advancement in
Training for Excellence in Sales

Toymate ANTI-DISCRIMINATION AND EEO POLICY

OVERVIEW

The information contained in this Policy explains in detail the Company Anti-Discrimination and EEO policy and outlines the commitment to safety and healthy working environment for all Toymate stores and locations.

It is not only important for you to be able to understand this policy, but to also realise the consequences to the business if staff do not follow the outlined Policy.

IN THIS POLICY

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Anti-discrimination and EEO Policy

PURPOSE

1.1 The purpose of this Anti-Discrimination and EEO Policy (Policy) is to describe the expected behaviour and treatment of all staff by Toymate ('Toymate') in the workplace.

2. COMMENCEMENT OF THE POLICY

2.1 This Policy will commence from 12/7/2020. It replaces all other Toymate Anti-Discrimination and EEO policies (whether written or not).

3. APPLICATION OF THE POLICY

3.1 This Policy applies to employees and contractors (including temporary contractors) of Toymate, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

3.2 This Code applies to all employees, agents and contractors (including temporary contractors) of the business (**Workers**).

3.3 This policy may be changed from time to time. The policy does not form part of any contract.

4. Discrimination

4.1 As a general principle we should treat everyone with fairness, dignity and respect.

4.2 You are required to conduct yourself in a way that is not harassing or discriminatory to others. What this means is, you should not harass or otherwise treat someone differently or less favourably because they:

- (a) come from a different background, including their race, skin colour, nationality, descent, ethnic, ethno-religious or national origin;
- (b) have different religious beliefs, affiliations, convictions or activities;
- (c) are male, female or otherwise do or do not identify with a particular gender or combination of genders;
- (d) are married or not married or have a particular relationship status;
- (e) are or are not pregnant or might be pregnant;
- (f) are or are not homosexual, transsexual, bisexual or otherwise identify with a particular sexual preference/orientation;
- (g) have carers' responsibilities, family responsibilities, carer or parental status or are childless;
- (h) have any disability/impairment, including physical, mental and intellectual disability;
- (i) breastfeed;

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- (j) are or are not a particular age;
- (k) have or do not have particular physical features;
- (l) are from a particular profession, trade, occupation or calling;
- (m) have, hold or undertake particular political beliefs, opinions, affiliations, convictions or activities;
- (n) are or are not a member of a trade union;
- (o) have the right to take or have taken action that is legitimately associated with their trade union membership;
- (p) have particular workplace rights or entitlements, including the right to make a complaint or inquiry in relation to their employment;
- (q) have a medical record that is not relevant to their employment;
- (r) have a criminal record that is not relevant to their employment (including spent convictions);
- (s) have or do not have human immunodeficiency virus (HIV) and/or acquired immune deficiency syndrome (AIDS);
- (t) have the need to take leave for the purposes of Defence services; or
- (u) past or present association (i.e. association with a Worker who has one or more of the attributes for which discrimination is prohibited).

5. Sexual Harassment

- 5.1 As a general principle we should assume that any behaviour at work (or in connection with work) that is of a sexual nature is unlikely to be conduct that is acceptable or welcome.
- 5.2 You are required to conduct yourself in a way that avoids conduct of a sexual nature.
- 5.3 Examples of sexual harassment include, but are not limited to:
- (a) physical contact such as pinching, touching, grabbing, kissing or hugging;
 - (b) staring or leering at a Worker or at parts of their body;
 - (c) sexual jokes, comments or conversations about sexual matters;
 - (d) requests for sex or 'sexual favours';
 - (e) persistent requests to go out, where they are refused;
 - (f) displays of offensive material such as posters, screen savers, internet material etc;
 - (g) accessing or downloading sexually explicit material from the internet;
 - (h) suggestive comments about a Worker's body or appearance; or
 - (i) sending rude or offensive emails, attachments or text messages.



6. **Rights and Responsibilities**

6.1 Workers should be aware that they can be held legally responsible for their unlawful conduct.

6.2 Workers who aid, abet or encourage other Workers to behave in a manner contrary to the law, can also be legally liable.

7. **Failing to Comply with this Policy**

7.1 Outcomes for failing to follow this policy include counselling, warnings and in the worst cases, dismissal/termination.

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