

## SOCIAL RESPONSIBILITY &amp; PEOPLE

# Equal Employment Opportunity (EEO) Policy

Policy | HR-POL-010 | Version 1.0

|                 |                                                   |
|-----------------|---------------------------------------------------|
| Document number | HR-POL-010                                        |
| Version         | 1.0                                               |
| Document owner  | Rhiannon Frankas, Director                        |
| Approver        | Daniel Frankas, Managing Director                 |
| Issue date      | 19 July 2026                                      |
| Effective date  | On management approval                            |
| Review date     | 19 July 2028 or earlier following material change |
| Status          | For approval and website publication              |

**MISCO provides equal employment opportunity and prohibits unlawful discrimination, adverse action, harassment, sexual harassment and victimisation.**

## 1. Purpose

Ensure employment opportunities and decisions are lawful, fair and based on merit and genuine role requirements.

## 2. Scope

Applicants, employees, contractors and former employees across all stages of the employment relationship.

## 3. Policy statement and commitment

MISCO provides equal employment opportunity and prohibits unlawful discrimination, adverse action, harassment, sexual harassment and victimisation.

## 4. Mandatory requirements

- Advertise and define roles using genuine inherent requirements and avoid unnecessary criteria that may exclude capable candidates.
- Assess candidates and employees consistently using relevant evidence and documented reasons.
- Do not take adverse action because a person has or exercises a workplace right or because of a protected attribute.
- Provide reasonable adjustments where required and consult the individual about effective, safe and practical options.
- Keep recruitment, medical, performance and complaint information confidential and accessible only to authorised personnel.

- Provide a fair opportunity to respond before material adverse findings or disciplinary decisions.
- Prohibit retaliation against anyone who makes, supports or participates in a genuine complaint or inquiry.

## 5. Implementation and operational controls

- Train decision-makers in equal opportunity and bias-aware selection.
- Use consistent interview and performance criteria.
- Document adjustment decisions and review effectiveness.
- Monitor complaints and employment decisions for patterns requiring corrective action.

## 6. Roles and responsibilities

| Role                                   | Responsibility                                                                                                             |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Directors</b>                       | Approve the document, provide resources, set the expected standard and review material breaches or exceptions.             |
| <b>Managers and supervisors</b>        | Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.             |
| <b>Employees and contractors</b>       | Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.           |
| <b>Suppliers and business partners</b> | Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO. |

## 7. Reporting, complaints and escalation

Raise concerns with Rhiannon Frankas or Daniel Frankas. External rights and complaint avenues remain available and are not displaced by this policy.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

## 8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

## 9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

## 10. Related MISCO documents

- HR-POL-009 Diversity, Equity and Inclusion Policy

- HR-POL-012 Workplace Behaviour & Anti-Harassment Policy

## 11. External references

- [Fair Work Act 2009 \(Cth\) and Fair Work Ombudsman workplace rights guidance](#)
- [Sex Discrimination Act 1984 \(Cth\) positive duty guidance](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

## 12. Approval and review

| Role           | Name             | Approval / signature | Date |
|----------------|------------------|----------------------|------|
| Document owner | Rhiannon Frankas |                      |      |
| Approver       | Daniel Frankas   |                      |      |

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

### Revision history

| Version | Date         | Change                                                                             |
|---------|--------------|------------------------------------------------------------------------------------|
| 1.0     | 19 July 2026 | Initial controlled issue prepared for management approval and website publication. |