	EQUAL OPPORTUNITY POLICY	Doc No:	FOC-0009
		Revision:	
		Implementation Date:	March 2026
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	FOCUS Engineering	Approval:	W.Heath

Purpose

The purpose of this document is to establish policy and guidelines for all personnel in relation to Equal Opportunity in employment.

General

FOCUS Engineering values its employees and believes in conducting business ensuring fair, equitable and non-discriminatory employment and operational practices. It is our aim to provide a workplace which maximises the talent, potential and contribution of all employees and ensures equal opportunity for all.

Definition

Equal opportunity in employment means that an employee is judged on their ability to do their job based on merit rather than any assumption about the employee based on particular characteristics. Discrimination occurs where a person distinguishes between individuals or groups because of a characteristic that applies, or is assumed to apply, to that individual or group, so as to disadvantage some and advantage others.

Discrimination on any of the grounds listed below is unlawful:


- Gender
- Gender reassignment
- Pregnancy and potential pregnancy
- Sexual preference
- Age
- Marital status
- Political beliefs and activities
- Trade union membership
- Race
- Religious beliefs
- Family responsibility
- Criminal
- Physical, intellectual or psychological impairment.

Application

This policy applies to all employees, agents and contractors who are referred to in this policy as stakeholders. It is important to note that this policy is not limited to the company's workplace or restricted to an employee's ordinary working hours.

Employees are required to treat each other with fairness, equity and respect so that the working environment is free from discrimination and harassment.

FOCUS Engineering has the responsibility to ensure that the principles of equal opportunity are practised and reflected in its policies and procedures.

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Consequences

Discrimination and harassment will not be tolerated within FOCUS Engineering. Any stakeholder found to have discriminated against or harassed another employee, contractor, client or supplier is personally responsible for his or her conduct.

Disciplinary action may be taken against any employee who is found to have engaged in any such behaviour. Depending upon the seriousness of the incident this may include the termination of a person's employment or contract.

An employee who makes a fraudulent or vexatious complaint may face disciplinary action or termination of employment were deemed appropriate.

Complaints Procedure

Facing the Issue

Where possible, it is suggested that an aggrieved person speak directly to the person concerned to try and resolve the issue. The stakeholder should explain the behaviour that they consider to be offensive to the person concerned. Where possible the aggrieved person should communicate that the behaviour is unwelcome and offensive and that it should stop. Should a person not feel comfortable in discussing the issue with the other person involved, the Complaints Officer should be approached to report the issue.


How to report the Issue

The stakeholder should approach the Complaints Officer in the workplace who is the Works Manager or HR Officer.

The relevant person will then either undertake a formal or informal complaints procedure depending upon the nature of the complaint and the desired outcome of the complainant.

Informal Complaint

Once the stakeholder has lodged an informal complaint, the Complaints Officer will communicate with the individual concerned and attempt to resolve the issue and move forward.

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Formal Complaint

Once the stakeholder has lodged a formal complaint, the Complaints Officer will assist in facilitating a resolution to the situation which may result in a workplace investigation taking place.

External Complaint

Whilst an employee may seek information/resolution from external agencies such as the Equal Opportunity Commission or the Human Rights and Equal Opportunity Commission at any stage of the process, all employees are encouraged to seek resolution of any issue of this nature internally prior to seeking any outside intervention.

An employee should not be penalised or victimised for making a complaint. Wherever possible, the Company will make every effort to maintain confidentiality of any complaint with only those persons who need to know about the actual complaint being privy to the nature of the complaint.

Should an employee make a complaint, the Company will make every effort to deal with the complaint and where necessary investigate the nature of the complaint in a prompt and impartial manner. Management reserves the right to alter the order of the complaint procedure and reserves the right not to follow the above sequence where deemed necessary by the Company in individual circumstances.

Consequences

An employee found guilty of an offense may be subject to disciplinary action or termination of employment.



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MANAGING DIRECTOR