



YDR Chartered Loss Adjusters
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Equal Opportunity Policy

1. Background Information

This policy has been developed in support of equal opportunity in employment for all staff.

2. Policy Statement

YDR Chartered Loss Adjusters wishes to foster and promote employment in its widest and richest sense in accordance Australian laws and regulations. The YDR supports the principles of equal opportunity in employment and education for its staff. This Equal Opportunity Policy is designed to support the principle that staff are selected or promoted according to merit.

3. Policy Purpose

Federal and State legislation relating to anti-discrimination and affirmative action imposes certain obligations on both the YDR and its staff. It is the policy of the company to conform with the obligations which are imposed upon it by all relevant legislation.

The legislation covers a wide range of unlawful discrimination areas, both direct and indirect. Commonly included are:

Race, colour, national or ethnic origin, nationality, religion, sex or gender, marital status, pregnancy, intellectual or physical impairment and disability.

The YDR recognises that its pursuit of equal opportunity principles takes place within an evolving legislative framework.

4. Application of Policy

The YDR will at all times endeavour to:

- promote equal opportunity;
- prevent unlawful, direct and indirect discrimination, including sexual harassment;
- develop an affirmative action and management plan in accordance with the Affirmative Action (Equal Employment Opportunity For Women) Act;

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ADELAIDE
Whyalla
Mt Gambier

NEW SOUTH WALES
SYDNEY

QUEENSLAND
BRISBANE

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WESTERN AUSTRALIA
PERTH

- address, where appropriate and lawful, the effects of education disadvantage or past discriminatory practices within the general community, particularly in respect of disadvantaged groups within the company;
- adopt policies, procedures and programs consistent with equal opportunity and anti-discrimination principles.

In developing policies, procedures and programs to support equal opportunity, the company will consult, as appropriate with staff. Procedures and programs will be monitored and evaluated against stated objectives.

Every member of the company community is expected to be aware of such policies and of their own individual obligations under relevant State and Federal laws and to ensure that their actions conform to them. All heads of academic units, managers and supervisors have particular responsibility for programs to be implemented which are consistent with such laws.

5. Approvals

All approvals of decisions made in relation to developing and implementing policies, procedures and programs which support the YDR Equal Opportunity Policy must be in accordance with all legislations and regulations.

6. Policy Review

The YDR may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to YDR Directors, Partners or Management for consideration.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area.