



Equal Employment Opportunity (EEO) Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley is an equal opportunity employer and in addition, embraces diversity. In accordance with all federal, state and local laws, we will recruit, hire, remunerate, train and develop, evaluate, discipline, place, promote and terminate team members equally and fairly.

Furthermore, it is the policy of Helen & Joey Estate and Re'em Yarra Valley to be impartial in all of its relations with its team members and applicants for employment without regard to race and colour, national origin, religion, sexual orientation or gender identification or expression, age, marital status, physical disability or medical condition, except when such a characteristic is an appropriate and bona fide occupational qualification.

Helen & Joey Estate and Re'em Yarra Valley is establishing this policy because it recognises the need to initiate, uphold and preserve all affirmative measures to safeguard the success of equal employment opportunities in all aspects of our work environment. All team members of Helen & Joey Estate and Re'em Yarra Valley are expected to carry out the primary aim of Helen & Joey Estate and Re'em Yarra Valley's equal employment commitment.

PROCEDURES:

It will be the policy of Helen & Joey Estate and Re'em Yarra Valley to offer equal employment opportunities to all qualified individuals without regard to race and colour, national origin, religion, sexual orientation or gender identification or expression, age, marital status, physical disability, or medical condition except where such a characteristic is an appropriate and bona fide occupational qualification.

This policy applies to, but is not limited to, the following aspects of the Helen & Joey Estate and Re'em Yarra Valley employment process:

- a. Recruitment will be merit-based and based solely on the qualifications needed to perform the job.
- b. All team member relations and decisions concerning interviewing, selection, job placement, promotions, terminations, remuneration, benefits, training and development, performance evaluations, or disciplinary actions will be without regard to race and colour, national origin, religion, sexual orientation or gender identification or expression, age, marital status, physical disability or medical condition except where such a characteristic is an appropriate and bona fide occupational qualification.



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Employment opportunities will always be open to all qualified people on the basis of their experience and competencies.

- c. Advancement/promotion within Helen & Joey Estate and Re'em Yarra Valley if and when available, will be based solely on each individual's achievement, performance, ability and attitude.
- d. If at any time, there are two candidates with identical qualifications being considered for a promotion, consideration will be given to the person who has demonstrated the strongest performance as measured in their most recent performance review and who has demonstrated the strongest commitment to the core values of Helen & Joey Estate and Re'em Yarra Valley.
- e. Any team member who feels they have been discriminated against solely on the basis of their race and colour, national origin, religion, sexual orientation or gender identification or expression, age, marital status, physical disability or medical condition are requested to report the incident or complaint directly to their Direct Manager, Managing Director or external HR consultant, who will investigate and attempt to resolve the matter.
- f. Any team member with Helen & Joey Estate and Re'em Yarra Valley who is determined to have violated this EEO Policy will be subject to disciplinary action which may also result in termination of employment.