

**POLICY STATEMENT – EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION**

POLICY NO: 05/05

**OBJECTIVE: TO DEVELOP AND REALISE AN ACHIEVABLE EQUAL
EMPLOYMENT OPPORTUNITY PROGRAM BASED ON THE
AFFIRMATIVE ACTION (EQUAL EMPLOYMENT OPPORTUNITY FOR
WOMEN) ACT, 1986 AND EXISTING RELEVANT LEGISLATION**

OUTLINE

1. The aim of the Equal Employment Opportunity Program will be to ensure that all employees and applicants (men and women) for employment are treated according to their skills, qualifications, abilities and aptitudes, without regard to factors such as their gender, race, colour or creed.
2. The Directors and Management of STE are strongly committed to the underlying principles of the Program. We believe that the Program will ensure equitable treatment for all applicants and employees and will enable our Company to make the best use of all the skills and talents available both inside and outside the Company.
3. The Chief Executive Officer will be responsible for the overall co-ordination of the Program and the Manager of each division will be responsible for implementation within that division. The Chief Executive Officer of STE is appointed the Contact Officer for the program.
4. The Program commenced with a statistical analysis of the Company's current workforce to establish the employment patterns of all employees in the organisation. As well as a review of policies and practices in the areas of recruitment and selection methods, promotions, staff development, training, transfer, conditions of service and termination of employment.
5. A series of objectives and forward estimates are in place and these will constitute the Equal Employment Opportunity Program. The Program will be regularly monitored and evaluated and employees will be provided with further information at least annually. The Program will be developed in consultation with employees.
6. We encourage all employees to be involved in the operation of the Program to assist the Company to meet its objectives.