

SkillsNest Pty Ltd

Equal Employment Opportunity (EEO) Policy

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Document title	Equal Employment Opportunity (EEO) Policy
Issuing entity	SkillsNest Pty Ltd
Version	1.0
Effective date	June 2026
Review cycle	Annual, or upon legislative change
Applies to	All directors, employees, contractors, labour hire workers, candidates, and business partners

1. Purpose

SkillsNest Pty Ltd ("SkillsNest", "we", "our", or "us") is committed to providing a workplace and recruitment environment that promotes fairness, dignity, respect, inclusion, diversity, and equal opportunity for all individuals.

As a recruitment, workforce solutions, migration support, and staffing services organisation operating across Australia, SkillsNest recognises that diversity strengthens businesses, communities, and workplaces.

We are committed to ensuring that all employment-related decisions are based on merit, capability, qualifications, performance, and business requirements, rather than personal characteristics unrelated to a person's ability to perform a role.

This policy outlines SkillsNest's commitment to Equal Employment Opportunity (EEO) and compliance with applicable Australian employment, anti-discrimination, and human rights legislation. It supports SkillsNest's objective of connecting skilled workers with employers across key sectors including aged care, disability, healthcare, construction, engineering, manufacturing, hospitality, and regional industries.

2. Scope

This policy applies to:

Who this policy covers	Employment practices covered
Directors and Officers	Recruitment and selection
Employees (full-time, part-time and casual)	Advertising and candidate sourcing
Contractors and consultants	Promotions and transfers
Labour hire workers	Training and professional development
Volunteers and interns	Performance management
Job applicants	Remuneration and benefits
Candidates represented by SkillsNest	Flexible work arrangements
Clients and business partners interacting with SkillsNest personnel	Termination of employment — Workplace interactions and conduct

3. Policy Statement

SkillsNest is committed to:

Equal Opportunity

Providing equal access to employment opportunities, career advancement, training, mentoring, and workplace participation for all individuals.

Merit-Based Decisions

Making employment decisions solely on legitimate business and job-related criteria, including:

- Skills, qualifications and experience
- Competencies and performance
- Organisational requirements

Diversity and Inclusion

Building a diverse workforce that reflects the communities, industries, and regions we serve throughout Australia.

Respectful Workplaces

Maintaining a workplace free from discrimination, harassment, bullying, victimisation, and unlawful conduct.

Compliance

Meeting our obligations under Australian Commonwealth, State and Territory laws relating to equal opportunity, workplace relations, human rights, privacy, and anti-discrimination.

4. Protected Attributes

SkillsNest does not tolerate discrimination based on any protected attribute, including but not limited to:

Race, colour, ethnic origin or nationality	Age
Citizenship or immigration status (where lawful work rights exist)	Disability, physical impairment or mental health condition
Sex, gender identity, sexual orientation or intersex status	Religious belief or activity
Marital or relationship status	Political opinion or trade union activity
Pregnancy, potential pregnancy, or family / carer responsibilities	Social origin, medical condition or veteran status

Employment decisions will never be influenced by stereotypes, assumptions, prejudice, or personal bias.

5. Diversity and Inclusion Commitment

SkillsNest actively supports workforce participation and inclusion for the following groups:

Aboriginal and Torres Strait Islander Peoples

We acknowledge and respect the Traditional Custodians of the lands on which we operate and support initiatives that improve employment outcomes for Aboriginal and Torres Strait Islander peoples.

People with Disability

We are committed to providing reasonable workplace adjustments that enable people with disability to participate fully in recruitment processes and employment.

Culturally and Linguistically Diverse (CALD) Communities

As a business supporting skilled migration and workforce mobility, SkillsNest values cultural diversity and promotes workplaces that are welcoming and inclusive for workers from all backgrounds.

Gender Equality

We support equal opportunities and equitable treatment regardless of gender and seek to eliminate barriers to participation and advancement.

Regional and Rural Communities

Consistent with our focus on addressing workforce shortages in regional Australia, SkillsNest supports employment opportunities that contribute to sustainable regional workforce development.

6. Recruitment and Selection

SkillsNest is committed to fair and transparent recruitment practices. Accordingly, we will:

- Use objective and job-related selection criteria.
- Advertise positions fairly and appropriately.
- Assess candidates based on merit.
- Conduct interviews professionally and consistently.
- Avoid discriminatory questions or practices.
- Provide reasonable adjustments during recruitment where required.
- Promote inclusive job advertisements and recruitment materials.
- Ensure candidates are treated respectfully throughout the recruitment process.

As a recruitment and workforce solutions provider, SkillsNest also expects its clients to uphold equal opportunity principles when engaging candidates supplied or referred by SkillsNest.

7. Reasonable Workplace Adjustments

SkillsNest recognises that some individuals may require reasonable workplace adjustments to perform the inherent requirements of a role. Examples may include:

Examples of reasonable adjustments

- Flexible work arrangements
- Modified equipment or technology
- Adjusted workstations
- Accessible facilities
- Additional support during recruitment processes
- Alternative communication methods

Requests for reasonable adjustments will be considered fairly, confidentially, and in accordance with applicable legislation.

8. Workplace Behaviour Standards

Expected behaviour	Unacceptable behaviour
– Treat others with dignity and respect. – Behave professionally at all times. – Support an inclusive workplace culture. – Avoid discriminatory, offensive, intimidating, or exclusionary behaviour. – Challenge inappropriate conduct where safe and appropriate. – Report concerns promptly.	– Harassment or bullying. – Vilification or discrimination. – Sexual harassment. – Offensive jokes or comments. – Exclusion based on personal characteristics. – Retaliation against individuals who raise concerns.

9. Complaints and Reporting

SkillsNest encourages any individual who experiences or witnesses inappropriate conduct to report the matter promptly. Reports may be made to:

- A Director
- A Manager or Supervisor
- Human Resources (where applicable)
- An authorised representative of SkillsNest

All complaints will:

- Be treated seriously.
- Be handled confidentially where possible.
- Be investigated fairly and impartially.
- Be resolved as quickly as practicable.

SkillsNest will not tolerate victimisation against any person who:

- Makes a complaint in good faith.
- Participates in an investigation.
- Supports another person in raising a concern.

10. Responsibilities

Role	Responsibilities
Directors and Management	– Promoting equal opportunity principles. – Leading by example. – Ensuring fair employment practices. – Addressing inappropriate conduct promptly. – Supporting diversity and inclusion initiatives. – Monitoring compliance with this policy.
Employees and Workers	– Complying with this policy. – Treating others respectfully. – Reporting concerns or breaches. – Supporting an inclusive workplace culture.
Recruitment and Placement Personnel	– Applying merit-based selection processes. – Maintaining fairness and objectivity. – Avoiding discriminatory practices. – Ensuring compliance with employment and anti-discrimination laws. – Promoting equitable access to opportunities for candidates.

11. Breaches of this Policy

Any breach of this policy may result in:

- Counselling or training.
- Formal warnings.
- Removal from assignments.
- Termination of employment or engagement.
- Reporting to relevant authorities where required.

Note: Serious misconduct involving discrimination, harassment, bullying, victimisation, or unlawful conduct may result in immediate disciplinary action, up to and including termination of employment.

12. Legislative Framework

This policy is supported by, and should be read in conjunction with, relevant legislation including:

Legislation	Jurisdiction
Fair Work Act 2009	Commonwealth

Australian Human Rights Commission Act 1986	Commonwealth
Sex Discrimination Act 1984	Commonwealth
Racial Discrimination Act 1975	Commonwealth
Disability Discrimination Act 1992	Commonwealth
Age Discrimination Act 2004	Commonwealth
Privacy Act 1988	Commonwealth
Work Health and Safety legislation	Commonwealth / States & Territories
State and Territory Anti-Discrimination legislation	All jurisdictions

13. Policy Review

SkillsNest will review this policy periodically to ensure ongoing compliance with legislative requirements, industry best practice, and organisational objectives. Employees, candidates, clients, and stakeholders are encouraged to provide feedback to support continuous improvement.

Our Commitment

At SkillsNest, we believe that every individual deserves to be treated fairly, respectfully, and with dignity. We are committed to fostering inclusive workplaces, supporting workforce participation, and creating opportunities based on merit, capability, and potential — helping employers and skilled workers succeed together across Australia.