



## **EQUAL OPPORTUNITY POLICY**

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Last Revision: February 2014  
[www.iconenergy.com](http://www.iconenergy.com)

The Icon Energy Group Policy on Equal Opportunity

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## 1.0 POLICY PURPOSE

The objective of this policy is to actively promote Icon Energy as an equal opportunity employer committed to providing a work environment that promotes honesty, fairness, mutual respect and responsible exercise of power free from unlawful discrimination, harassment, vilification and victimisation. Company employees are valued according to how well they perform their duties, and on their ability to maintain Company standards of safety, conduct and service.

## 2.0 POLICY STATEMENT

At Icon Energy all employees are treated on their merits, without regard to race, age, sex, relationship status or any other factor not applicable to the position.

The Company is committed to implementing and maintaining a workplace where all employees are able to work in an environment free of discrimination, victimisation, sexual harassment and vilification.

Discrimination and/or harassment against or by staff on whatever basis – sex, sexual preference, transgender, race, marital status, disability, carers' responsibilities, pregnancy or age will not be tolerated under any circumstance and disciplinary action will be taken against any employee, temporary staff or contractor who breaches this policy.

## 3.0 EQUAL OPPORTUNITY APPROACH

The Icon Energy management team, under the direction of human resources will implement and manage employment selection and performance duties for all employees in order to:

- Undertake a recruitment process focused on a criteria designed to ensure that the best people are chosen for the right positions recognising the importance that qualifications, diverse experience, perspectives and cultural fit can bring;
- Create a working environment free from discrimination and harassment where all employees are treated with dignity, courtesy and respect;
- Provide employees the means to understand their rights and responsibilities;
- Provide an effective procedure for complaints to be made to their direct line manager or human resources;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Provide protection from any victimisation or reprisals;
- Encourage the reporting of behaviour which breaches the discrimination and harassment policy; and
- Promote appropriate standards of conduct at all times.

This Company is committed to providing an environment which is safe for all employees. Individuals will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

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## 4.0 RESPONSIBILITIES

### 4.1 Managing Director

The Managing Director, in conjunction with senior executives and Human Resources is required to develop, implement and manage Icon Energy's equal opportunity, code of conduct and diversity policies.

### 4.2 Employees

Employees are responsible to ensure that they:

- Comply to the guidelines of this policy;
- Promote the spirit of diversity and equal opportunities; and
- Report any questionable business practices that may breach this policy to the Legal Counsel & Company Secretary or in his absence the Managing Director so that an investigation can be conducted as soon as possible.

## 5.0 RELATED POLICIES & PROCEDURES

Refer to Icon Energy Limited's:

- Code of Conduct & Ethics
- Diversity Policy
- Performance Evaluation Process

A handwritten signature in blue ink, appearing to read "Ray James", with a long horizontal flourish extending to the left.

Ray James

Managing Director

Approved April 2014

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