



# Excel Digital Limited

## Equal Opportunity Policy

### Application

This policy applies to all staff of Excel Digital Ltd.

### Purpose

The purpose of this policy is to outline the company's commitment to equal employment opportunity, and the elimination of barriers that cause or perpetuate inequalities in employment.

### Related documents

The following documents set out further information relevant to this policy:

- Employment Relations Act 2000
- Human Rights Act 1993
- Staff Code of Conduct
- Te Tiriti o Waitangi

### Principles

The company is committed to:

1. providing equality of opportunity in employment irrespective of a person's sex, gender, gender identity, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation
2. identifying and eliminating any institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality in respect of the employment of any person or group of persons
3. ensuring that all its policies and practices uphold the principle of equal employment opportunity
4. ensuring that all staff appointments are made solely on the basis of merit, and that all promotions, advancements, salary reviews and professional/career development opportunities are based solely on merit

### Responsibilities

Line managers are responsible for ensuring that all practices and procedures that apply to the staff for whom they are responsible are consistent with this policy.

### Breach of policy

Breaches of this policy may result in disciplinary action.