

Equal Opportunity & Anti-Discrimination Policy

A fair, inclusive and respectful workplace

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Our commitment. PO Box Designs is committed to providing a workplace that is fair, inclusive and free from discrimination, harassment, bullying and victimisation, where everyone is treated with respect and has equal access to opportunity.

1. Purpose & Scope

This policy applies to all directors, employees, contractors, apprentices, job applicants and visitors of Bubbalooba Pty Ltd trading as PO Box Designs. It applies to all aspects of work, including recruitment, training, promotion, pay, day-to-day work and termination.

It reflects our obligations under Commonwealth and Victorian anti-discrimination and equal opportunity legislation, including the Equal Opportunity Act 2010 (Vic), the Fair Work Act 2009 (Cth), and Commonwealth anti-discrimination Acts covering sex, race, disability and age.

2. Equal Opportunity

We make employment decisions on the basis of merit — a person's skills, qualifications, experience and ability to do the job — not on personal characteristics unrelated to the role. We provide equal access to recruitment, development and advancement.

3. Discrimination Is Not Tolerated

We do not tolerate discrimination on the basis of any protected attribute, including: race, colour, national or ethnic origin; sex, gender identity, sexual orientation, intersex status; age; disability or impairment; marital, relationship or parental status; pregnancy or breastfeeding; religious or political belief or activity; industrial activity; or any other attribute protected by law.

4. Harassment, Bullying & Victimisation

- **Sexual harassment** — unwelcome conduct of a sexual nature is prohibited. We are committed to a workplace free of sexual harassment and to our positive duty to prevent it.
- **Bullying** — repeated unreasonable behaviour directed at a person or group that creates a risk to health and safety is prohibited.
- **Harassment** — any unwelcome behaviour that offends, humiliates or intimidates a person because of a protected attribute is prohibited.
- **Victimisation** — no one may be subjected to detriment for making, or supporting, a genuine complaint.

5. Everyone's Responsibility

- **All staff** — treat others with respect, and do not engage in or condone discrimination, harassment or bullying.
- **Management** — model respectful behaviour, act promptly on complaints, and take reasonable steps to prevent discrimination and harassment.

6. Reasonable Adjustments

We make reasonable adjustments to support employees and applicants with disability to perform their role, and we accommodate other needs where reasonable and lawful.

7. Making a Complaint

Anyone who experiences or witnesses discrimination, harassment or bullying is encouraged to report it to the Managing Director. Complaints are treated seriously, confidentially and impartially, and are addressed promptly. No one will be disadvantaged for making a genuine complaint in good faith. Individuals may also contact the Victorian Equal Opportunity and Human Rights Commission or the Australian Human Rights Commission.

8. Breaches

Breaches of this policy may result in disciplinary action up to and including termination of employment or engagement.

9. Responsibilities & Review

The Managing Director is responsible for this policy. It is reviewed periodically, communicated to all staff, and available to clients and principals on request.

Support. To raise a concern or seek support, contact the Managing Director at info@poboxdesigns.com.au.