



Equal Employment Opportunity (EEO)

Capral Aluminium is committed to being an EEO employer. This means that employees are treated fairly and equally when decisions are made and that unlawful discrimination, harassment and bullying does not take place. EEO also means that each employee enjoys a harassment free workplace and a work environment that is comfortable and non-threatening.

In addition to discrimination, harassment and bullying, other forms of EEO breaches include, but are not limited to: leaving offensive messages on email and/or telephone; humiliating a person through sarcasm, criticism and insults; displaying material that may be seen as offensive; and spreading of gossip or false, malicious rumours about a person with an intent to cause the person harm.

EEO guidelines apply to all aspects of employment including terms and conditions of employment, recruitment and selection, promotions, training and development activities, transfers and secondments, disciplinary action, supervision, and termination of employment. The guidelines also apply to your interaction with customers, suppliers and visitors to Capral Aluminium.

All incidents which breach these guidelines will be treated seriously and investigated fairly, impartially, and confidentiality through the EEO and Harassment Complaint Resolution Procedures. Employees who are found to have discriminated, harassed or bullied another employee or group of employees will be subject to disciplinary action. In serious cases, this could result in dismissal.

As employees of Capral, you must commit to abide by the guidelines outlined in the EEO Business Practices. This includes being tolerant, working cooperatively and valuing differences in each other and never participating in, tolerating or ignoring any harassment, discrimination or bullying.

Representing Capral

Personal Presentation

Capral Aluminium takes great pride in its professionalism. As employees of Capral, you represent the Company at all times whilst at work, and also whilst out of work whenever you are dressed in a Capral uniform or at a company-sponsored event.

Accordingly, you must ensure that your Capral uniform is clean and well-kept, that your attire is appropriate to the role you perform and that you are well presented in terms of personal hygiene and grooming. If you do not meet this requirement, you may be directed to cease work without pay until such time as you are dressed / present yourself to the required standard.

The requirement to present yourself in a professional and business-like manner relates not only to your physical appearance but also to the way you communicate and interact with others and the views that you express.



Media Enquiries and Announcements

As employees of a public company, you should be aware about the rules relating to the release of any information that may have an impact on the share market.

Capral has a policy of continuous disclosure that requires all public announcements to be agreed by the MD / CEO and released to the ASX by the Company Secretary.

While marketing related announcements will generally not have this impact any public releases need to be approved by the Executive General Manager, with significant matters being referred to the CEO.

All enquiries by the media must be referred to the CEO for consideration.