



Biform Limited
Unit 2, 116a Harris Road,
East Tamaki,
Auckland,
New Zealand

Anti-Discrimination Policy

1. Equal Opportunity Employment

Biform Limited is an "equal opportunity employer." Biform Limited will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, colour, national origin, sex, age, disability, or any other legally protected characteristic.

2. Commitment to a Harassment-Free Work Environment

Biform Limited is committed to providing a work environment that is free from harassment. Harassment based on an individual's sex, race, ethnicity, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. All employees, including supervisors and management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with Biform Limited as a result of bringing complaints of unlawful harassment.

3. Definition of Sexual Harassment

Sexual harassment is behaviour of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behaviour may include:

- Unwanted physical contact
- Foul language of an offensive sexual nature
- Sexual propositions
- Sexual jokes or remarks
- Obscene gestures
- Displays of pornographic or sexually explicit pictures, drawings, or caricatures
- Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature

4. Reporting Harassment

If an employee feels that he or she has been harassed based on sex, race, national origin, ethnic background, or any other legally protected characteristic, they should immediately report the matter to their supervisor. If the supervisor is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or the Human Resources department.

5. Investigation and Corrective Action

Once a harassment complaint has been reported, it will be promptly investigated, and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as possible under the circumstances.

6. Legal Rights

The procedure for reporting incidents of harassing behaviour is not intended to impair, replace, or limit the right of any employee to seek a remedy under applicable law by immediately reporting the matter to the appropriate government agency.

Signed on behalf of Biform Limited

Virginia Aupaau – CEO

Signature: 

Date Signed: 19.07.2024