

VANUATU EGGS

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION

Policy and Procedures

OUR COMMITMENT Vanuatu Eggs provides fair access to work and opportunity. Employment decisions are based on genuine job requirements, merit, competence, performance and lawful business need. Discrimination, harassment, sexual harassment, bullying, victimisation and retaliation are not tolerated.

Document control	Details
Document status	Draft for formal approval
Policy owner	Chief Executive Officer (CEO) or delegated People & Culture / Compliance Officer
Approval authority	Board / Owners of Vanuatu Eggs
Effective date	Upon approval
Review cycle	At least annually, and after any material complaint, incident, audit finding or legal change
Version	1.0 4 August 2026
Applies to	Job applicants, directors, officers, employees, trainees, volunteers, contractors, labour providers, suppliers and workplace visitors

Approval

Name / title	Signature	Date

Implementation note: Before approval, Vanuatu Eggs should insert its registered legal entity name, registered office, confidential reporting contacts, People & Culture contact and approving officers. Vanuatu legal counsel should confirm the legal references, complaint pathways, disciplinary process, privacy controls, accessibility measures and any employment-contract requirements.

1. Purpose and policy statement

This Policy establishes the equal employment opportunity, anti-discrimination and respectful-workplace standards for Vanuatu Eggs. It explains how the Company prevents, identifies, reports and responds to discrimination, harassment, sexual harassment, bullying, victimisation, vilification, violence and related retaliation.

Vanuatu Eggs will make employment decisions fairly and transparently, based on genuine job requirements, demonstrated capability, conduct, performance and legitimate operational needs. The Company values the contribution of people with different backgrounds, experiences, languages, identities and abilities.

1. Every person should have a fair opportunity to apply, work, learn, progress and contribute.
2. A target, deadline, senior instruction, personal relationship, custom or customer preference does not justify unfair treatment.
3. Conduct may breach this Policy even where current law does not expressly prohibit that conduct.
4. Concerns will be taken seriously, assessed fairly and handled with appropriate confidentiality and support.
5. No person will be disadvantaged for raising or assisting with a concern in good faith.

EQUALITY IS PRACTICAL Equal opportunity does not always mean identical treatment. Fairness may require removing an unnecessary barrier, making a reasonable adjustment or taking a proportionate measure so a person can participate on equal terms.

2. Scope

This Policy applies to:

6. owners, directors, officers, managers and employees of every employment type;
7. job applicants, former employees where relevant, trainees, interns, work-experience participants and volunteers;
8. consultants, contractors, labour providers, recruitment agents, suppliers, growers and other Business Associates;
9. customers, visitors and community participants while at a Vanuatu Eggs workplace or activity; and
10. any person representing or performing work for Vanuatu Eggs.

It applies to every stage of employment and to conduct connected with work, including recruitment, interviews, onboarding, pay, benefits, training, rostering, task allocation, promotion, performance management, discipline, transfer, redundancy and termination. It also applies at farms, hatcheries,

greenhouses, offices, vehicles, accommodation, customer or supplier sites, work functions, travel, training, online meetings, email, messaging and social media connected with work.

Where applicable law, a contract or another Vanuatu Eggs policy imposes a higher standard, the higher standard applies. Relevant obligations must be communicated to contractors, labour providers and other Business Associates.

3. Legal and policy framework

Vanuatu Eggs will apply this Policy consistently with the Constitution of the Republic of Vanuatu, including the fundamental rights and freedoms in Article 5 and the right to equal treatment under the law or administrative action; the Employment Act [CAP 160], including its employment protections and section 8 requirements concerning sex discrimination in remuneration; and the general health and safety duties in the Health and Safety at Work Act [CAP 195].¹²³

Vanuatu has ratified the ILO Equal Remuneration Convention, 1951 (No. 100) and the ILO Discrimination (Employment and Occupation) Convention, 1958 (No. 111). Vanuatu is also a party to the Convention on the Elimination of All Forms of Discrimination against Women and the Convention on the Rights of Persons with Disabilities. These instruments inform the Company's commitment to equality, equal pay for work of equal value, accessibility and non-discrimination.⁴⁵⁶

This Policy intentionally sets a Company standard that may be broader than the minimum express protections under current Vanuatu legislation. It does not replace legal advice and does not create or imply government ownership, equity, control, management or partnership in Vanuatu Eggs, which remains privately owned and independently managed.

4. Definitions

Term	Meaning
Equal employment opportunity (EEO)	Fair access to employment and employment benefits based on genuine job requirements, merit and capability, without irrelevant barriers or unfair treatment.
Discrimination	Less favourable treatment because of an attribute, or an unreasonable requirement, condition or practice that disadvantages people with an attribute. It may be direct or indirect.
Harassment	Unwelcome conduct that a reasonable person, considering the circumstances, would expect could offend, humiliate, intimidate, degrade or create a hostile environment.

¹ Health and Safety at Work Act [CAP 195], listed by the Vanuatu Department of Labour and Employment Services, <https://dol.gov.vu/index.php/labour-laws> (accessed 4 August 2026).

² Employment Act [CAP 160], including s 8, consolidated edition 2020, Vanuatu Department of Labour and Employment Services, https://dol.gov.vu/images/documents/laws/160_Employment_Act.pdf (accessed 4 August 2026).

³ Constitution of the Republic of Vanuatu, arts 5(1) and 5(1)(k), Parliament of Vanuatu, <https://parliament.gov.vu/index.php/parliamentary-business/constitution> (accessed 4 August 2026).

⁴ United Nations Treaty Collection, Convention on the Rights of Persons with Disabilities: Vanuatu ratification registered 23 October 2008, <https://treaties.un.org/Pages/showActionDetails.aspx?objid=080000028021a47f> (accessed 4 August 2026).

⁵ United Nations Treaty Collection, Convention on the Elimination of All Forms of Discrimination against Women: Vanuatu accession 8 September 1995, entry into force 8 October 1995, https://treaties.un.org/pages/showdetails.aspx?clang=_en&objid=080000028000309d (accessed 4 August 2026).

⁶ International Labour Organization, NORMLEX, Ratifications for Vanuatu: C100 Equal Remuneration Convention and C111 Discrimination (Employment and Occupation) Convention, both ratified 28 July 2006, https://normlex.ilo.org/dyn/nrmlx_en/f?p=1000:11200::NO:11200:P11200_COUNTRY_ID:103350 (accessed 4 August 2026).

Term	Meaning
Sexual harassment	Unwelcome conduct of a sexual nature, including requests, advances, comments, messages, images or physical conduct, where a reasonable person would anticipate offence, humiliation or intimidation.
Bullying	Repeated unreasonable behaviour directed towards a person or group that creates a risk to physical or psychological health and safety. A single serious incident may breach other parts of this Policy.
Victimisation / retaliation	Threatening or subjecting a person to detriment because they raised, intended to raise, supported or participated in a concern, refused prohibited conduct or exercised a workplace right.
Vilification	A public or workplace act that incites hatred, serious contempt, hostility or severe ridicule against a person or group because of an attribute.
Reasonable adjustment	A change to work, equipment, communication, hours, access or process that helps a person participate equally without imposing unjustifiable hardship or removing an inherent job requirement.
Inherent requirement	An essential result, responsibility or capability genuinely required to perform a role safely and effectively, after considering reasonable adjustments.
Procedural fairness	A fair process in which affected persons understand the material issue, have a reasonable opportunity to respond, and the decision maker is impartial and considers relevant information.
Business Associate	A contractor, supplier, labour provider, recruiter, grower, distributor, consultant, agent or other third party connected with Vanuatu Eggs.

5. Company-protected attributes

Vanuatu Eggs prohibits unfair treatment because of an actual, perceived, past or future attribute, or because of association with a person who has an attribute. Company-protected attributes include:

11. race, colour, ethnicity, descent, nationality, citizenship, place or country of origin;
12. language, accent, literacy, cultural identity, community, island, village or geographic background;
13. sex, pregnancy, potential pregnancy, breastfeeding, reproductive status or sex characteristics;
14. marital, domestic or relationship status, family responsibilities, parenthood or caring responsibilities;
15. age;
16. physical, sensory, intellectual, neurological or psychosocial disability; injury; illness; medical condition; or HIV status;
17. religious, traditional or cultural belief or activity;
18. political opinion or lawful political activity;
19. trade union membership, non-membership or lawful union activity;
20. sexual orientation, gender identity or gender expression;
21. migration, visa or employment status, subject to lawful right-to-work and localisation requirements;

22. socioeconomic background or other personal status unrelated to the inherent requirements of the work; and
23. raising a complaint, supporting another person or participating in an investigation.

This list is a Company standard. Not every listed attribute is necessarily protected in the same way by current Vanuatu legislation. Decisions may still account for a genuine inherent requirement, lawful work-authorisation rule, safety risk, conflict of interest or other legitimate factor where the decision is evidence-based, proportionate and not a pretext for discrimination.

6. Equal opportunity across employment

Equal opportunity applies throughout the employment lifecycle. Managers must use objective criteria, document material decisions and seek guidance where a decision may disadvantage a person or group.

Employment stage	Minimum standard
Job design and advertising	State genuine duties and capabilities; use inclusive language; avoid unnecessary age, sex, location, physical, language or qualification requirements.
Recruitment and selection	Use consistent merit criteria, structured questions and comparable evidence. Ask only job-relevant questions and record reasons for the decision.
Pay and benefits	Apply lawful and transparent pay, allowances, benefits and deductions. Provide equal remuneration for the same or substantially similar work and work of equal value, subject to documented legitimate factors.
Rostering and task allocation	Allocate hours, overtime, locations, equipment and desirable or developmental tasks fairly, considering safety, competence, availability and reasonable needs.
Training and development	Give fair access to induction, licences, mentoring, acting opportunities and skill development.
Promotion and transfer	Apply published or documented criteria based on capability, conduct, performance and role needs. Manage conflicts of interest.
Performance and discipline	Set clear expectations, give relevant information and a fair opportunity to respond. Apply comparable standards consistently while considering individual circumstances.
Redundancy and termination	Use legitimate, documented and non-discriminatory criteria; consult and provide procedural fairness as required by law and contract.

6.1 Recruitment and selection controls

24. Approve a current position description identifying essential duties, safety risks and required competencies.
25. Separate essential criteria from desirable criteria and remove historical requirements that are not job-related.
26. Advertise through channels reasonably capable of reaching a diverse pool where practical.
27. Use at least two decision makers for material appointments where reasonably practicable.
28. Ask substantially consistent, job-related questions and do not seek personal information that is unnecessary for the decision.

29. Provide a reasonable adjustment to the application or interview process when requested and practicable.
30. Check references and background information consistently, lawfully and with appropriate consent.
31. Record the criteria, evidence, decision, conflicts and approvals. Do not use family, community, political or government influence as a substitute for merit.

7. Reasonable adjustments and inclusion

Vanuatu Eggs will consider reasonable adjustments for a person with disability, injury, illness, pregnancy, breastfeeding, family responsibility, religion, language or another relevant need. A person does not need to use legal terminology to request an adjustment.

32. Discuss the practical barrier, essential work outcome, safety considerations and the person's preferred solution.
33. Request only information reasonably necessary to understand functional needs; do not demand unnecessary diagnosis details.
34. Consider accessible equipment, seating, paths, toilets, communication formats, interpreters, modified duties, start or finish times, breaks, remote participation, gradual return, job redesign or temporary transfer.
35. Assess effectiveness, cost, operational impact, safety, availability of alternatives and the Company's resources.
36. Keep medical and personal information restricted to authorised persons.
37. Document the agreed adjustment, responsibilities, review date and any safety controls.
38. If the preferred adjustment cannot be made, explain the reasons and consider effective alternatives before making an adverse decision.

ASK BEFORE ASSUMING Do not decide that a person cannot perform a role because of appearance, age, pregnancy, disability, health history or a manager's assumption. Assess the inherent requirements and possible adjustments using reliable evidence.

8. Direct and indirect discrimination

8.1 Direct discrimination

Direct discrimination occurs when a person is treated less favourably because of a protected attribute. Examples include refusing to interview a qualified applicant because she is pregnant, denying training because a worker is older, or reducing hours because a person supported a discrimination complaint.

8.2 Indirect discrimination

Indirect discrimination occurs when a requirement or practice applies to everyone but disproportionately disadvantages people with an attribute and is not reasonable and proportionate to a genuine business need. Examples may include requiring all applicants to complete a written English test where literacy at that level is not needed for the job, or routinely scheduling essential meetings outside ordinary hours without considering workers with family responsibilities.

8.3 Genuine requirements and fair differentiation

Different treatment is not automatically discrimination. A decision may be appropriate where it is based on a lawful and genuine inherent job requirement, verified competence, availability, safety, performance, conduct, experience, qualifications, location, right to work or another legitimate factor. The reason must be relevant, supported by evidence, proportionate and applied consistently. Reasonable adjustments must be considered before concluding that a person cannot meet an inherent requirement.

9. Harassment and sexual harassment

Harassment is prohibited whether intentional or unintentional, directed at one person or creating a generally hostile environment. Conduct may be verbal, physical, written, visual, digital or implied. A person's silence, nervous laughter, previous participation or relationship does not necessarily mean consent.

Examples of prohibited conduct include:

39. insults, slurs, hostile jokes, imitation, ridicule or degrading comments linked to an attribute;
40. unwelcome touching, hugging, kissing, blocking, staring, leering or gestures;
41. sexual comments, jokes, rumours, images, messages, requests, advances or questions about a person's body, relationships or sexual life;
42. requesting sexual contact, dates or personal favours in exchange for work, pay, shifts, promotion, transport, accommodation or protection;
43. displaying or sharing sexual, racist, demeaning or threatening material at work or in work-related messaging;
44. repeated unwanted invitations or contact after refusal or non-response;
45. outing, misgendering or disclosing sensitive personal information to shame or intimidate;
46. harassment by a customer, supplier, contractor, manager, colleague or community participant where connected with work; and
47. allowing a hostile environment to continue after becoming aware of warning signs.

POWER AND CONSENT Managers, recruiters and others who influence employment, pay, shifts, transport or accommodation must never seek sexual or personal benefits from a person affected by that power. Consent obtained through pressure, fear, dependency or threatened disadvantage is not freely given.

10. Bullying and reasonable management action

Bullying is repeated unreasonable behaviour that creates a risk to health and safety. It can occur downwards, upwards, between peers or through group and online behaviour. A single incident may still be harassment, discrimination, violence, misconduct or a safety risk and must not be ignored.

Potential bullying behaviours include repeated shouting, insults, humiliation, threats, malicious rumours, deliberate isolation, impossible deadlines, constant unjustified criticism, withholding essential information or equipment, sabotaging work, unfairly changing arrangements to inconvenience a person, or using production pressure to intimidate.

10.1 What bullying does not include

Reasonable management action carried out in a reasonable, lawful and respectful manner is not bullying. This may include setting achievable performance standards, giving constructive feedback, allocating duties and rosters for legitimate operational reasons, managing attendance, investigating a concern, implementing change, refusing promotion after a fair process, or taking lawful disciplinary action.

Management action may become unreasonable where it is humiliating, threatening, discriminatory, deliberately inconsistent, unsupported by facts, conducted publicly without need, or used as punishment for raising a concern.

11. Vilification, violence and victimisation

48. Vilification, hateful or severely degrading conduct against a person or group because of an attribute is prohibited.
49. Threats, assault, stalking, sexual assault, coercive control, damage to property and other violence are prohibited and may require emergency or police involvement.
50. Victimisation and retaliation are prohibited against complainants, respondents, witnesses, support persons, investigators and anyone who refuses prohibited conduct or raises a safety concern.
51. Retaliation may include dismissal, threats, reduced hours, undesirable duties, withheld pay, isolation, gossip, blacklisting, lost opportunities, immigration threats or pressure to withdraw or change evidence.
52. A manager who knows or reasonably suspects retaliation must act immediately, even if the original complaint has not been substantiated.

12. Prevention and workplace risk management

Vanuatu Eggs will take proactive, proportionate steps to prevent discrimination, harassment and bullying. Prevention is a shared management and health-and-safety responsibility, not only a response after a complaint.

53. communicate this Policy at recruitment, onboarding, contracting and regular workplace briefings;
54. assess risks created by isolated work, accommodation, transport dependency, labour providers, alcohol at functions, remote sites, customer contact, large power differences and male-dominated or culturally diverse teams;
55. design fair recruitment, pay, rostering, promotion, discipline and adjustment processes;
56. provide accessible reporting options outside the direct management line;
57. train managers to recognise warning signs, interrupt conduct and preserve procedural fairness;
58. consult workers about workplace culture and barriers without requiring personal disclosure;
59. monitor complaints, turnover, absenteeism, exit feedback, pay patterns, promotion, training and disciplinary data for trends; and
60. correct systemic issues even where no individual complaint proceeds.

13. Roles and responsibilities

Role	Core responsibilities
Board / Owners	Approve this Policy; set expectations; oversee material incidents and trends; ensure adequate resources and independent escalation.
CEO	Overall accountability; appoint the Policy Owner; ensure fair employment systems; approve material corrective actions; escalate matters involving senior leaders.
People & Culture / Policy Owner	Maintain this Policy and procedures; advise on recruitment, adjustments and complaints; coordinate training, records, investigations, monitoring and review.
Managers and supervisors	Model respect; make objective decisions; identify and control risks; act on warning signs; document decisions; protect confidentiality and prevent retaliation.
Recruitment / Procurement	Use merit criteria; conduct appropriate due diligence; include behavioural requirements in labour-provider and contractor arrangements.
All personnel	Treat others respectfully; comply with this Policy; participate in training; raise concerns; cooperate honestly; maintain appropriate confidentiality.
Business Associates	Meet applicable legal and contractual standards; prevent prohibited conduct; report concerns; cooperate with reviews and corrective action.

14. Raising a concern

A person who experiences, witnesses or learns of possible prohibited conduct is encouraged to report promptly, but a delayed report will still be considered. Proof is not required. A person may seek

information or support without immediately making a formal complaint where that is safe and practicable.

Reports may be made to:

61. a manager, unless that person may be involved or the reporter is uncomfortable doing so;
62. the People & Culture Lead, Policy Owner or Compliance Officer;
63. the CEO;
64. a director or owner where the concern involves the CEO or requires independent escalation; or
65. an appropriate external authority, support service, union, representative or legal adviser.

A person may ask the other person to stop only if they feel safe and choose to do so. Confronting the person is not required before reporting. Confidential and, where lawful and reasonably practicable, anonymous reports will be accepted. Anonymous information may limit the action available, but it will still be assessed for safety and systemic risk.

IMMEDIATE SAFETY If there is a threat of violence, sexual assault, stalking, serious intimidation or other immediate danger, move to safety and contact an appropriate emergency authority. Internal reporting must not delay urgent medical care, police assistance or specialist support.

15. Complaint response procedure

Step	Required action
1. Receive and listen	Respond respectfully; do not blame, minimise, promise secrecy or force confrontation. Record the person's preferred safe contact and immediate needs.
2. Assess safety	Consider violence, self-harm, retaliation, child-safeguarding, accommodation, transport, medical, immigration and workplace risks. Take proportionate protective action.
3. Clarify options	Explain informal and formal options, confidentiality limits, support persons, external pathways and possible interim measures. The Company may need to act despite a request for no action where serious safety or legal risks exist.
4. Triage and appoint	Decide who will manage or investigate the matter. Use an independent, competent and conflict-free person; obtain legal or specialist advice where appropriate.
5. Preserve information	Secure messages, rosters, applications, interview notes, pay records, CCTV, emails and other relevant material. Restrict access and prohibit alteration or retaliation.
6. Notify fairly	Give the respondent sufficient particulars to understand and answer the material allegations, subject to safety, privacy and legal limits. Do not assume guilt.
7. Gather and assess	Interview relevant persons separately, allow support and interpretation where appropriate, test reliability, consider context and keep accurate records.
8. Decide and communicate	An authorised, impartial decision maker determines findings and actions on the available evidence, communicates an appropriate outcome, and explains review or escalation options.
9. Remedy and follow up	Address personal and systemic harm, verify corrective actions, check for retaliation, restore safe working relationships where possible and monitor recurrence.

15.1 Informal resolution

Where appropriate and freely agreed, an early resolution may include a supported conversation, manager direction, clarification of expectations, apology, facilitated agreement, coaching, adjustment or

separation of work arrangements. Informal resolution is not suitable where there is serious violence, coercion, significant power imbalance, repeated conduct, credible retaliation, a child-safeguarding concern or a need for formal findings. Mediation must never be imposed on an affected person.

15.2 Interim measures and support

Interim measures protect safety and process integrity and are not disciplinary findings. They may include changed reporting lines, rosters, locations or contact; remote work; leave; transport or accommodation changes; restricted system or site access; a direction not to contact; temporary reassignment; or paid suspension where lawful and appropriate. Measures should avoid unnecessarily burdening the person who raised the concern and must be reviewed regularly.

Parties may request a support person or interpreter. Vanuatu Eggs may facilitate access to medical, counselling, cultural, disability, legal or specialist support where reasonably available. The Company will not require a complainant to participate in a joint meeting with the respondent.

16. Procedural fairness, confidentiality and records

- 66. Complainants and respondents will be treated respectfully. A report is not proof, and lack of substantiation does not mean the concern was dishonest.
- 67. Decision makers and investigators must disclose conflicts and remain impartial.
- 68. Information will be shared only with people who need it for safety, support, fair assessment, decision-making, remedy or legal obligations.
- 69. Confidentiality cannot be absolute. The respondent usually needs sufficient information to respond, and disclosure may be required by law or for immediate safety.
- 70. Participants must not spread rumours, coach witnesses, alter evidence, conduct reprisals or make unnecessary public statements. This does not prevent lawful access to a support person, union, adviser, counsellor or authority.
- 71. Complaint, investigation, adjustment and employment-decision records must be accurate, access-controlled and retained in accordance with legal and Company requirements.

17. Findings, outcomes and remedies

Outcomes depend on the facts, seriousness, risk, employment status, past conduct and legal requirements. They may include:

- 72. no further action where the available information does not support a finding, while still addressing identified workplace risks;
- 73. clarification, facilitated agreement, apology, coaching, training, supervision or a behavioural direction;

- 74. reasonable adjustment, restoration of hours or opportunities, pay correction, reinstatement of a process, transfer requested by the affected person or another practical remedy;
- 75. changes to recruitment, rostering, pay, promotion, management, reporting, accommodation, transport or contractor controls;
- 76. warning, removal of authority, reassignment, lawful disciplinary action up to termination, or contract suspension or termination;
- 77. referral to an external authority where required or appropriate; and
- 78. monitoring, culture review and follow-up checks for retaliation or recurrence.

The Company will provide each party with an appropriate outcome summary while protecting privacy and confidential employment information. A person who remains dissatisfied may request a review based on a material procedural error, new relevant evidence, conflict of interest or unreasonable outcome, and may seek external advice or use an available external process.

18. Bad-faith complaints and honest mistakes

A complaint is not false or malicious merely because it is not substantiated, evidence is incomplete, accounts differ, the person withdraws, or the person was mistaken. No one will be disciplined for raising a genuine concern in good faith.

Knowingly fabricating material information, deliberately altering evidence or making a complaint for a malicious purpose may itself be misconduct. Any such allegation requires a separate fair assessment; it must not be assumed simply because the original complaint was not proven.

19. Training, monitoring and review

- 79. All personnel must receive this Policy at onboarding and complete refresher training at least annually.
- 80. Managers, recruiters, People & Culture personnel and complaint handlers require enhanced practical training.
- 81. Higher-risk contractors and labour providers may be required to complete training and certify compliance.
- 82. The Policy Owner will monitor complaints, retaliation, workforce composition, recruitment, pay, training, promotion, turnover, exit feedback, adjustments and disciplinary outcomes for patterns.
- 83. Reporting to the CEO and Board / Owners will protect personal information and focus on trends, risks, timeliness, remedies and overdue actions.

84. This Policy will be reviewed at least annually and after a material complaint, incident, audit finding, legal change, acquisition or significant workforce change.

Appendix A — Practical examples

Topic	Do	Do not
Recruitment	Use the same job-related criteria and offer interview adjustments.	Reject someone because of pregnancy, age, accent, disability or family connection.
Pay	Use role value, competence, experience, performance and documented allowances.	Pay a woman less than a man for the same or substantially similar work without a genuine reason.
Rostering	Consider availability, competence, fairness and operational need.	Cut shifts because a worker complained or refused a sexual advance.
Performance	Give private, specific and constructive feedback with a fair opportunity to improve.	Shout, shame, threaten or apply a different standard because of an attribute.
Disability	Discuss barriers and reasonable adjustments before deciding capability.	Assume a person is unsafe or incapable based on diagnosis or appearance.
Harassment	Stop offensive jokes or messages and report a pattern.	Treat sexist, racist or sexual comments as harmless workplace culture.
Management	Set achievable standards and take fair, documented action.	Use impossible deadlines, public humiliation or isolation as punishment.
Complaints	Listen, protect safety, maintain appropriate confidentiality and prevent retaliation.	Demand confrontation, promise absolute secrecy or punish an unsubstantiated good-faith report.

Appendix B — Recruitment and employment decision checklist

Check	Evidence / response
Is there a current position description with genuine inherent requirements?	
Are the criteria necessary, inclusive, measurable and approved before applications are reviewed?	
Have conflicts, family connections or external influence been declared and managed?	
Were candidates asked consistent, job-related questions?	
Was a requested reasonable adjustment considered and documented?	
Is the decision supported by evidence rather than assumption, stereotype or customer preference?	
Were pay, level, hours and benefits determined using consistent legitimate factors?	
Could the decision disproportionately disadvantage a group, and is the requirement reasonable?	
Are reasons, approvals and records complete enough for independent review?	
Decision maker / approver / date	

Appendix C — Complaint or concern record

Field	Confidential details
Date, time and reporting channel	
Reporter / anonymous / safe contact method	
Person affected and preferred support or interpreter	
Person(s) whose conduct is raised	
What happened, when, where and how often	

Field	Confidential details
Witnesses and available records	
Immediate safety, health or retaliation risks	
Outcome or support requested	
Action already taken	
Received by / case number / next contact date	

Appendix D — Manager first-response checklist

85. Listen without interruption, judgement or blame; thank the person for raising the concern.
86. Check immediate safety, medical, child-safeguarding, retaliation, accommodation and transport risks.
87. Do not promise absolute secrecy, confront the respondent, begin an unauthorised investigation or demand mediation.
88. Explain the need-to-know approach and available reporting, support and external options.
89. Record facts and the person's preferences accurately; distinguish observations from assumptions.
90. Notify the Policy Owner promptly and preserve relevant documents and electronic records.
91. Consider urgent interim measures that do not unnecessarily disadvantage the reporter.
92. Agree a safe next contact time and monitor retaliation even if the person does not want a formal complaint.

Appendix E — Personnel acknowledgement

I acknowledge that I have received, read and understood the Vanuatu Eggs Equal Employment Opportunity and Anti-Discrimination Policy and Procedures. I agree to comply with it, complete required training, make employment decisions fairly, report concerns and protect all participants from retaliation.

Field	Details
Full name	
Position / organisation	
Signature	
Date	

Related Vanuatu Eggs policies

- 93. Conduct & Ethics Policy;
- 94. Work Health and Safety Management Plan and Manual;
- 95. Modern Anti-Slavery Policy and Procedures;
- 96. Anti-Bribery and Corruption Policy and Procedures;
- 97. recruitment, employment, payroll, performance and disciplinary procedures;
- 98. complaints, investigation, whistleblowing and non-retaliation procedures;
- 99. privacy, information security and records-management requirements;
- 100. child-safeguarding, family and domestic violence, leave and flexible-work procedures, once adopted; and
- 101. supplier, contractor and labour-provider standards.

Legal review note: This controlled draft reflects publicly available primary sources reviewed on 4 August 2026. Vanuatu legal counsel should confirm current discrimination, equal-pay, maternity, disability, health and safety, privacy, dismissal and external-reporting requirements before formal adoption. The Company should insert tested emergency, labour, counselling, disability, legal and confidential-reporting contacts.