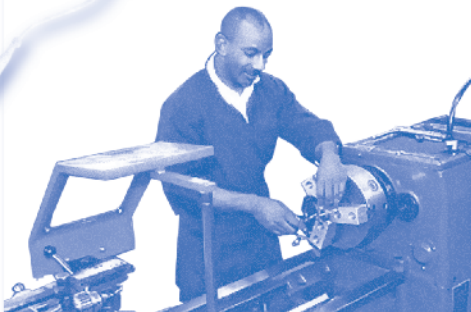


Why knowing about Discrimination Law is good for Your Business

**HELP
WANTED**



As the owner of a small business you are **legally liable** for any unlawful discrimination or sexual harassment that happens in your business – unless you can show you took all reasonable steps to prevent it from happening.

In the workplace, discrimination can occur in:

- the way you and your staff deal with customers and the public
- the way you advertise
- how you recruit or select staff
- employment terms, conditions and benefits
- the type of training offered and who receives it
- how staff treat each other in the workplace
- the kind of personal information asked for from staff or the public
- selecting staff for transfer, promotion, retrenchment or dismissal

If you can eliminate discrimination and harassment from your workplace, you are more likely to enjoy...

increased productivity ... higher staff retention and morale ... a better public image ... **and** spend less time dealing with complaints!

The financial, legal and emotional costs of ignoring discrimination and