

# Equal Employment Opportunity Policy

## Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy is designed to facilitate the creation of a workplace culture that maximises company performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

## Scope

This policy applies to Djerriwarrh employees and volunteers.

## Definitions

**Discrimination** happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.

**Equal Employment Opportunity** is ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

## Policy

Djerriwarrh is an equal employment opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Consistent with this, Djerriwarrh will not condone and regards as unfair, all forms of unlawful discrimination or vilification including that which relates to:

- Age
- Disability
- Political beliefs and activity
- Career and parental status
- Trade/Union membership
- Employment Activity
- Race, including colour, national or ethnic origin or immigrant status
- Sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding
- Sexual orientation, gender identity or intersex status

In all cases performance and competence are to be used as the basis for performance assessment, training and professional development opportunities and promotions.

Djerriwarrh will not tolerate or permit any form of illegal discrimination and complaints will be investigated immediately.

Employees who believe they have been treated unfairly as a result of discrimination should notify their manager or line supervisor. All complaints of discrimination will be treated seriously and objectively and without prejudice. Complaints are dealt with using the Staff Grievance Policy and Procedure.

The complainant has the right to also take their concerns to The Human Rights and Equal Opportunity Commission, where their complaint(s) will be reviewed.

### Responsibility

It is the responsibility of **Management** to ensure that:

- all supervisors and staff are aware of their obligations, responsibilities and rights in relation to Equal Employment Opportunity;
- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- ongoing support and guidance is provided to all employees in relation to Equal Employment Opportunity principles and practice;
- all decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's inherent ability to carry out the job;
- they provide an environment which encourages Equal Employment Opportunity and set an example by their own behaviour; and,
- all staff are aware of the Equal Employment Opportunity policy.

It is the responsibility of all **Employees** to ensure that:

- all colleagues and participants are treated with respect and professionalism without any form of discrimination.

<b>Associated Policies</b>	PO 001 Access and Equity Policy PO 022 Staff Recruitment and Selection Policy PO 048 Grievance Policy
<b>Associated Procedures</b>	PR 022a Recruitment and Selection PR 048a Grievance Procedure
<b>Other associated documents Internal</b>	
<b>Relevant Legislation</b>	The Disability Discrimination Act 1992 Australian Human Rights Commission Act 1986 Sex Discrimination Act 1984 Racial Discrimination Act 1975 Workplace Relations Act 1996 The Racial Hatred Act 1995
<b>Other associated documents External</b>	AQTF Conditions and Standards