



# EQUAL EMPLOYMENT OPPORTUNITY POLICY

## 1. Aim

The Corporation aims to recognise diversity and ensure employment policies and practices do not discriminate against individuals or groups.

## 2. Legislation

- Workplace Relations Act 1996 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Human Rights and EEO Commission Act 1986 (Cth)
- Equal Employment Opportunity (Cth) Act 1987
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Anti Discrimination Act 1998 (Tas)
- Age Discrimination Act 2004 (Cth)

## 3. Policy

The Corporation is committed to fostering equal opportunity and freedom from all forms of direct and indirect discrimination within the workplace.

In making this commitment, the Corporation will not tolerate any form of discrimination, harassment or victimisation against an employee, contractor, job applicant or customer.

The Corporation will ensure that its policies, practices and procedures are developed in such a way that they comply with the requirements of both State and Commonwealth equal opportunity laws.

For the purposes of this policy only, the following shall mean :

*Direct discrimination* - treatment that is blatantly unfair or unequal.

*Indirect discrimination* - having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups or individuals.

The Corporation is committed to:

- appointing Equity Contact Officers;
- communicating the names of the Equity Contact Officers to employees ;
- ensuring that recruitment, selection and promotion within the Corporation are non-discriminatory;
- ensuring fairness and equity in all conditions of employment;
- ensuring that all employees have equal access to opportunities for development and training to improve their work related skills and qualifications; and
- reporting in accordance with the Acts

## 4. Responsibilities

The CEO is responsible for:

- appointing Equity contact officers ;
- ensuring all staff are educated on what constitutes discrimination and harassment ; and

- enforcing disciplinary action where the need arises.

Executive Managers are responsible for:

- taking all 'reasonable precautions' to prevent discrimination or harassment from occurring within the workplace.
- ensuring that this policy is followed in the recruitment or dismissal of staff ; and
- ensuring that any complaints in regard to discrimination or harassment are taken seriously and dealt with immediately and confidentially.

Employees:

- are responsible for treating all fellow employees, contractors, job applicants and customers fairly;
- who feel they have not been treated equitably can discuss the matter in confidence with an Equity Contact Officer of the Manager Human Resources.

All staff are required to comply with the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

## **5. References**

- Discrimination & Harassment Policy
- Discipline Policy
- Employee Code of Conduct

*Approved by the Board 10/08/2010.*