
EQUAL OPPORTUNITY & DIVERSITY POLICY

Purpose

is committed to promoting equal opportunity and diversity in the workplace. does this in recognition of the principles of equity and in conforming with the spirit and intent of equal opportunity and anti-discrimination legislation. accepts its responsibilities in relation to these rights for people while they are engaged in activities undertaken as part of their employment with .

Scope

This policy applies to all employees and employers, and covers behaviour that occurs in work-related context, including, but not limited to, daily employment, conferences, work functions, office Christmas parties and business trips. This policy also applies to those sharing a common workplace but not a common employer.

Definitions

Age discrimination

Age discrimination means unfair treatment of a person on the basis of their age or age group. Age discrimination often occurs because of incorrect assumptions or stereotypes about people's skills, abilities, personal qualities or needs based on how old or young they are.

Bullying

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Disability

Under the Commonwealth Disability Discrimination Act 1992, disability means: total or partial loss of a person's bodily or mental functions; or total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or the presence in the body of organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of a person's body; or a disorder or malfunction that results in a person learning differently from a person without the disorder or malfunction; or a disorder, illness, or disease that affects a person's thought processes, perception of reality, emotions or judgement, or that results in disturbed behaviour; and includes a disability that: presently exists; or previously existed but no longer exists; or may exist in the future; or is imputed to a person.

Discrimination

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Diversity

Generally refers to differences in race, gender, ethnic or cultural background, level of physical and mental ability, age, sexual orientation and religion. A productive and fair environment is one that acknowledges diversity and recognises the need to promote equality and a discrimination-free working and learning

environment.

Equal opportunity

Equal opportunity means treating people as individuals with different skills and abilities, without making judgements based on stereotypes, or on characteristics as outlined in anti-discrimination legislation. These characteristics include sex, age, race, sexuality, disability, pregnancy, or marital status.

Equal opportunity for women in the workplace (formally affirmative action)

Equal opportunity for women in the workplace means taking positive steps to remove old barriers, which have prevented women from doing some jobs, or from being given the chance to advance to higher levels within organisations.

Family responsibilities

Refers to a range of duty of care or support responsibilities an individual may have as a member of a family. For example to look after a sick child, to attend a child's school for a parent/teacher interview, or to take a partner or an elderly parent to the doctor.

Harassment

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Marital status

Being single, married, married but living separately and apart from one's spouse, separated, divorced, widowed, or living with another person in a de facto relationship.

Pregnancy

Refers to presumed or actual pregnancy, or potential pregnancy.

Race

The term 'race' is understood to be flexible and evolving. It includes a person's nationality, country of birth, colour, ancestry, ethnic origin, or people associated with those of a particular race. The word 'race' is used in these procedures to reflect relevant legislation.

Gender and Gender Expression

Gender refers to how and individual identifies either as, male, female or another other gender identity. Gender expression is the way in which an individual chooses to present themselves in the world.

Sexual harassment

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Sexual Orientation

Refers to the gender(s) a person is attracted to and who they are physically, emotionally, and sexually engaged with.

Social justice

The right of all employees to equality of treatment and opportunity, and the removal of barriers of race, ethnicity, culture, religion, language, gender or place of birth.

Victimisation

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Workplace bullying or harassment

Refer to the definition in the *Appropriate Workplace Behaviours Policy* ([POL01](#))

Principles

will take all reasonable steps to identify and eliminate unlawful direct, indirect, and systemic discrimination from its structures and practices in order to promote equality of opportunity for all its employees.

recognises the rights of individuals and groups to be free from discrimination, harassment and bullying on the grounds of:

- race
 - colour
 - gender
 - sexual orientation
 - age
 - physical or mental disability
 - marital status
 - family or carer's responsibilities
 - pregnancy
 - religion
 - political opinion
 - national extraction
 - social origin
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Equal Opportunity at

- Equal Opportunity means that employees experience fairness, impartiality and equal access to opportunities in employment and education at . Special measures can be implemented to advance substantive equality.

In employment

- Equal opportunity in employment includes the principle of selection and promotion of employees on merit, which precludes irrelevant personal attributes. Fair and transparent processes are applied in assessing the capacity of a person to perform the inherent requirements of a position, having regard to the person's knowledge, skills, qualifications and experience and their potential for future development.

In education

- Equal opportunity in education includes the principle of selection and assessment of employees on merit, which precludes irrelevant personal attributes. Fair and transparent processes are applied in assessing the capacity of an employee against specified requirements to access and participate in educational programs.

Equal Opportunity for women in the workplace

- develops and implements workplace programs aimed at contributing to equal opportunity for women in the workplace and eliminating discrimination as required by the Workplace Gender Equality Act 2012. understands the importance of taking affirmative action, which aims to address historic or systemic disadvantages for women. In some instances, this will include providing some form of preferential treatment in circumstances where a purely formal equality of treatment would not overcome existing systemic issues.

An essential element in the implementation of this policy is raising the awareness of all employees of the principles of equity and social justice.

In affirmation of its commitment to equal opportunity the will:

- Promote equal opportunity and diversity in all aspects of the company's activities and as an integral part of all policies and practices
 - Adopt policies, procedures, and practices for employees consistent with equal opportunity and diversity principles in the areas of recruitment, selection, promotion, training and development, and other conditions of employment
 - Act to provide a learning and working environment that is free of sexual harassment
 - Take action to prevent the occurrence of unlawful discrimination, harassment, sexual harassment and bullying by conducting educative programs and other activities for employees and through the implementation of a Communication and Grievance Procedure ([PRO03](#)) for employees
 - Take positive steps to promote representative participation of diverse groups of employee's to achieve equal opportunity in education and employment
 - Continue to develop specific policies/practices that focus on equal opportunity issues (as the need arises) and monitor and evaluate such policies
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Responsibilities

All employees and managers are responsible for ensuring that equal opportunity principles are respected.

Managers and supervisors are responsible for understanding the legislation and ensuring that the workplace environment are safe and free from discrimination under the grounds covered by this policy.

Managers and supervisors are also responsible for ensuring that equal opportunity principles are adhered to in order to promote equal employment opportunity in relation to promotion, education and inclusion of persons based on their skills and talents rather than any other grounds.

Grievances / Complaints

Grievances/Complaints regarding workplace harassment, victimisation or unequal treatment are a specific form of grievance and so resolution broadly follows the Communication and Grievance procedure (refer to [PRO03](#)). It is important that ANY complaint is dealt with immediately so issues can be resolved quickly and fairly.

Relevant Law

A breach of any of the behaviours mentioned throughout this policy may be against the any or all of the following laws and legal action could be taken against you.

Australian Human Rights Commission Act 1986

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009
- Workplace Gender Equality Act 2012

A breach of this policy will be dealt with and Standard Disciplinary procedures will apply, refer to Performance Management Procedure ([PRO04](#)).
