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EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE

The purpose of this policy is to ensure all employees have the right to be treated equitably and to work in an environment free of discrimination and harassment. Further, the related procedures and performance standards are designed to ensure that employee selection and promotion practices within ##### are based on values and candidates are not unlawfully discriminated against.

As an organisation that assists people with disabilities to remain valued members of the local community, ##### considers that it has an additional obligation to promote and demonstrate best practice in the application of affirmative action principles with regard to the employment of people with disabilities.

SCOPE

This policy applies to all programs and activities within all service streams of the ##### and to all employees of the group.

POLICY STATEMENT AND PRINCIPLES

is committed to ensuring that prospective and current employees are not discriminated against on the grounds of age, family responsibility, family status, gender history, disability or impairment, marital status, political conviction, pregnancy, race, religious conviction, gender, or sexual orientation. ##### is committed to affirmative action in employment and aims to apply equal opportunity principles in all employee recruitment, selection and promotion practices.

Harassment is a particular form of discrimination. It is a behaviour which is regarded as uninvited and unwelcome, and is offensive, humiliating and/or intimidating and will not be tolerated within the #####. Harassment may be verbal, written, visual or physical. It may include, but is not limited to, items such as:

- practical/mocking jokes or offensive remarks harping on race, disability, sexual preference or religion;
- stereotyping of particular ethnic groups, disabilities, religion or sexual preference;
- comments on physical appearance, disability, dress, private life or religion;
- campaigns of hate and/or silence;
- use of offensive language, including swearing;
- distribution or display of sexually explicit material, or material that is demeaning or offensive on the grounds of race, disability, religion or sexual preference;
- demands or applies subtle pressures for sexual favours;
- staring, leering, patting, pinching, touching or any other form of unnecessary familiarity; ▪ sexually suggestive behaviour or sexual jokes;

- physical or sexual assault.

POLICY CONTEXT AND RELATED LEGISLATION

This policy should be read in conjunction with other associated ##### policies and procedures and, in particular, the Equal Employment Opportunity Policy Procedures.

Additionally, this policy recognises the legal and moral obligations of ##### and it has been framed around the:

- Equal Opportunity Act 1984 (WA) (as amended 2017); • Disability Discrimination Act 1992 (Cth) (as amended 2016);
- Sex Discrimination Act 1984 (Cth) (as amended 2016);
- Age Discrimination Act 2004 (Cth) (as amended 2016);
- Racial Discrimination Act 1975 (Cth) (as amended 2016);
- Australian Human Rights Commission Act 1986 (Cth) (as amended 2017); • Workplace Gender Equality Act 2012 (Cth) (as amended 2016);
- Fair Work Act 2009 (Cth) (as amended 2017);
- National Disability Insurance Scheme Act 2013 (Cth) (as amended 2018); • National Disability Insurance Scheme Quality and Safeguarding Framework 2016; and
- Standard 6 of the National Standards for Disability Services (2013).

RESPONSIBILITIES

- The ##### is responsible for ensuring all employees have the right to be treated equitably and to work in an environment free of discrimination and harassment within all service streams of the group.
- The Chief Executive Officer and Executive Directors are responsible for complying with the spirit of this policy and ensuring that all ##### act in good faith and in accordance with this policy.
- Managers are responsible for monitoring compliance with this policy, and reviewing this policy to ensure that it is operating effectively.
- Employees are responsible for:
 - acting in good faith this policy; and
 - acting ethically and with integrity, honesty and transparency at all times.

BREACHES OF THE POLICY

Any breaches of the Equal Employment Opportunity Policy could constitute a possible act of misconduct. Reference is accordingly made to ##### Employee Discipline and Termination Policy which outlines the relevant processes that may be followed if misconduct is suspected.