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EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES

INTRODUCTION

The following Procedures are to be implemented to enable ##### to meet the policy objective of 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.

These Procedures should be read in conjunction with all relevant ##### Policies and Procedures and, in particular, the Equal Employment Opportunity Policy.

PROCEDURES

The following procedures are to be implemented to ensure that ##### meets its policy objective of operating a discrimination free workplace that promotes equal opportunity principles. ##### will:

1. maintain a current written policy on equal opportunity that covers all employee recruitment, selection, training, compensation, employee benefits, promotions or upgrading, transfer, social or recreational activities and all on the job related activities. This also incorporates the requirements of the Workplace Gender Equality Act 2012 (Cth) (as amended 2016), which specifically requires that women are afforded Equal Employment Opportunities;
2. ensure that all employees are aware of the existence of the Policy on Equal Opportunity and have access to a written copy of the policy;
3. ensure that all ##### operated premises are physically accessible;
4. recruit new employees on merit and on a fair and open basis;
5. look for opportunities to fill vacancies within ##### with people who have disabilities;
6. undertake any reasonable workplace modifications or provide any necessary equipment, so as to facilitate improving the work environment for new and existing employees;
7. provide specialist on-site training and support where required;
8. require employees to treat each other with fairness, equity and respect so that the working environment is free from discrimination and harassment.

CONSEQUENCES

1. Discrimination and harassment will not be tolerated within the workplace. Any employee found to have discriminated against or harassed another employee or service user is personally responsible for his or her conduct.
2. Disciplinary action may be taken against any employee who is found to have engaged in any such behaviour. Depending upon the seriousness of the incident this may include the termination of employment.
3. All employees have the right to lodge an order with the Fair Work Commission seeking for any discrimination and/or harassment to cease.

4. An employee who makes a fraudulent or vexatious complaint may face disciplinary action or termination of employment where deemed warranted.

5. Promptly investigate, remedy and document any ##### employee grievance regarding an equal employment opportunity issue in accordance with the policy on Employee Grievances.

BREACHES OF THE POLICY PROCEDURES

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