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# Equal Employment Policy

# TEMPLATE

1. **Purpose**

[ORGANISATION] is committed to maintaining a work environment free from discrimination and where all employees are treated with dignity, courtesy and respect.

1. **Application**

This policy applies to all directors and staff, including:

* Full time, part time, casual, permanent, temporary contractors, volunteers, vocational and work experience placements.
* All staff and Board Directors in their work-related interactions with each other, with clients and contacts.
* All staff while in the workplace, or off site at work-related functions.

1. **Definitions**

**Direct discrimination** occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes. Attributes include:

* race
* sex
* sexuality
* age
* pregnancy
* parenthood
* impairment
* religious belief or activity
* irrelevant medical record
* marital status
* breast feeding
* trade union or employer association activity
* political opinion, affiliation or activity
* irrelevant criminal record
* association with a person who has, or is believed to have one of these attributes.

**Direct discrimination** may involve:

* making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or impairment;
* expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills.'
* using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

**Indirect discrimination** occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute. The fact that the disadvantage was not intended is not an excuse. For example:

* Requiring everyone to be available for all shifts might be unfair to a person with responsibilities to care for children or an elderly parent.
* Only hiring people who have never had a back injury or a workers’ compensation claim might rule out an employee whose health has returned and can do the job well.
* Not considering the provision of some reasonable adjustments would disadvantage a person with an impairment, who may be able to perform the essential parts of the job in a different way.

1. **Policy statement**

[ORGANISATION] is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated on their merits and valued according to how well they perform their duties.

[ORGANISATION] believes that all staff should be able to work in an environment free from discrimination, victimisation and vilification. Such behaviours unacceptable and will not be tolerated.

## Relevant legislation

* Age Discrimination Act 2004
* Disability Discrimination Act 1992
* Racial Discrimination Act 1975
* [S](https://www.legislation.gov.au/Details/C2011A00040)ex Discrimination Act 1984

## Associated policies

* Code of Conduct
* Diversity Policy
* Workplace Bullying Policy
* Workplace Grievance and Disputes Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>

# Equal Employment Procedures

# TEMPLATE

1. **Responsibilities**

It is the responsibility of the CEO to ensure that:

* all employees, volunteers, contractors and Board Directors understand and are committed to the principles and legislation relating to equal opportunity and applying it in the workplace;
* employment decisions relating to appointment, promotion and career development are determined according to individual merit and the individual’s inherent ability to carry out the job;
* the organisation has a workplace culture that encourages equal employment opportunity; and
* sets an example by their own behaviour.

It is the responsibility of all employees, contractors and volunteers to ensure that they:

* comply with this policy and treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions;
* refrain from engaging in discriminatory or harassing behaviour; and
* inform their manager if they believe that they (or someone else) has been treated unfairly.

1. **Internal complaint reporting**

[ORGANISATION] treats all complaints of discrimination, victimization and vilification seriously. Complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

The complaint is to be dealt with in accordance with the Workplace Grievance and Disputes Resolution Procedures.

1. **External resolution**

A complaint may be made to the [relevant State/Territory EEO government agency].

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>