# **Equal Employment Opportunity Policy**

**Purpose**

Company Name (‘short name’) is committed to creating and maintaining a workplace which promotes a diverse and inclusive environment, recognising that there is inherent value in what makes us all different.

By applying Equal Employment Opportunity (EEO) principles, Company Short Name aims to recruit and develop Workers from all backgrounds, with selection based on merit without discrimination, thus creating a diverse and inclusive working environment.

The purpose of this Policy is to:

* Communicate to Workers Company Short Name’s commitment to EEO and Diversity; and
* Encourage Workers to actively support a diverse workplace, inclusive of all differences.

# **Scope**

This Policy applies to all Company Short Name employees, contractors, subcontractors, outworkers, trainees, work experience students and volunteers (‘Workers’).

# **Policy Guidelines**

The guiding principles of this Policy outlines EEO within the workplace.

**Equal Employment Opportunity**

EEO is about respect by giving and getting a fair go. Equal opportunity does not assume that everyone is the same. Equal opportunity aims to remove the obstacles created when decisions about people are made according to stereotypes and unfair assumptions rather than actual merit and observed behaviour.

**Diversity**

Diversity is about inclusiveness. It means that differences brought to the organisation by people of divergent backgrounds, experiences and perspectives are valued and respected, such as:

* Race.
* Gender.
* Age.
* Language.
* Ethnicity.
* Personality.
* Cultural background.
* Disability.
* Sexual orientation.
* Religious beliefs.
* Family responsibilities.
* Educational level.
* Life experience.
* Work experience.
* Marital status; and/or
* Socio-economic background.

 Company Short Name is committed to supporting all Workers in a fair and equitable way in employment, by showcasing the following practices and behaviours:

* Ensuring recruitment and selection practices are open, competitive and based on merit.
* Ensuring that career advancement and remuneration practices are based on skills, experience and performance with no intended or unintended discrimination.
* Promptly and fairly dealing with a grievance as well as ensuring that the grievance process is accessible to all and is effective in providing ways to resolve disputes.
* Uphold specific gender pay equity objectives to ensure that all Workers regardless of gender receive equal discretionary pay, allowances, performance payments, merit payments, bonus payments and superannuation.
* Ensuring that communication processes provide Workers access to information and allow their views to be heard.
* Ensuring that decision making is fair and responsible.
* Valuing and respecting Workers for what they contribute and supporting them with equal opportunities to achieve their full potential and excel within the workplace; and
* Ensuring that to the extent possible, the workforce reflects the diversity of the community we serve.

# **Responsibilities**

**Company Short Name’s Responsibility**

It is Company Short Name’s responsibility to ensure that:

* there are policies and processes in place to support EEO and diversity and that these policies are communicated to Workers.
* Workers have equal access to employment opportunities within the workplace.
* Workers are treated fairly and with respect.
* employment practices are regularly reviewed to ensure flexibility to meet the changing needs of the workforce; and
* where required by law, reporting on EEO and diversity measures is undertaken.

**Managers’ Responsibilities**

Managers are required to:

* Ensure their team understands the provisions outlined above in relation to what diversity is and how this can be maintained at Company Short Name.
* Develop and encourage a positive environment, where all Workers are treated with respect and dignity.
* Be a living example of how diversity is valued and encouraged by Company Short Name.
* Take responsibility for reporting breaches of this Policy; and
* Ensure any issues are dealt with promptly and in a fair and consistent manner.

**Workers’ Responsibilities**

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Workers are required to:

* make themselves familiar with the content of this Policy.
* be responsible for cultivating a respectful and tolerant workplace.
	+ adhere to the contents of this Policy, being sure to be proactive and speak with their Manager if they have any questions on the contents of this document.
* behave in a responsible and professional manner.
* be accountable for their actions and words within the workplace; and
* recognise and respect the contribution that each of their peers makes at Company Short Name.

# **Relevant Reference Material**

# The following documents may provide relevant supplementary information:

* Sex Discrimination Act 1984
* Disability Discrimination Act 1992
* Age Discrimination Act 2004
* Racial Discrimination Act 1975
* Company Short Name Code of Conduct
* Company Short Name Bullying, Harassment and Discrimination Policy
* Company Short Name Grievance Handling Policy

# **Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR team via phone (Company Phone Number) or email (Company Email).

# **Monitor and Review**

This policy will be reviewed from time to time to reflect changes in business operations or legislation or two (2) years from date of adoption.

# **Approval**

This Policy was drafted on 23 March 2022 and approved by [NAME], [POSITION TITLE], on [DATE].