

M.24.02	EEO, EQUITY AND DIVERSITY
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Applies to: All personnel at 2RPH and all activities of the Co-operative Specific responsibility: Chair, 2RPH Board	Date approved: 31 July 2014 Next review date: June 2016
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Policy context: This policy relates to	
Standards or other external requirements	Standard for service 6. The service has effective and accountable service management and leadership to maximise outcomes for individuals: <i>The way in which the organisation recruits and screens appropriately skilled staff</i>
Legislation or other requirements	<u>Commonwealth Acts</u> <i>Racial Discrimination Act 1975,</i> <i>Sex Discrimination Act 1984, the Australian Human Rights Commission Act 1986 (Cth),</i> <i>Disability Discrimination Act 1992</i> <i>Age Discrimination Act 2004,</i> <i>Equal Opportunity for Women in the Workplace Act 1999 (Cth)</i> <u>NSW Acts</u> <i>Anti-Discrimination Act 1977</i>
Contractual obligations	None applicable

POLICY STATEMENT

This policy outlines the responsibilities that 2RPH and its staff have to:

- provide equal employment opportunity (EEO) to all prospective and current staff
- promote a fair and equitable work environment
- comply with all relevant anti-discrimination legislation
- create and maintain an environment in which diversity is valued, human dignity respected and people treated with equity and tolerance
- ensure staff and visitors are free from any forms of discrimination, harassment or victimisation.

This policy recognises that EEO is an employment obligation and a legal responsibility. All decisions relating to employment opportunities, including recruitment and promotion, will be based on merit.

These principles will be applied to situations including but not limited to the following:

- recruitment and selection
- promotion or temporary higher duties
- decisions on flexible work conditions such as working hours
- supervision and discipline
- reimbursement or compensation
- access to benefits
- access to professional development and training.

PROCEDURES

Equal Employment Opportunity (EEO)

2RPH will apply the principles of Equal Employment Opportunity (EEO) to all employment related decisions and treat all employees fairly and equitably with regard to individual circumstances or attributes defined by:

- race
- ethno-religious background
- nationality, ethnic or national origin
- gender
- marital status
- pregnancy
- family or carer responsibilities
- breast feeding
- disability (physical, intellectual, psychiatric)
- HIV/AIDS status
- political or religious conviction
- age
- sexual preference
- transgender status
- trade union activity

These principles will be applied to situations including but not limited to the following:

- recruitment and selection
- promotion or temporary higher duties
- decisions on flexible work conditions such as working hours
- supervision and discipline
- reimbursement or compensation
- access to benefits
- access to professional development and training.

Anti-discrimination

In addition to the application of EEO in employment, all staff must ensure that the workplace is free of any form of direct or indirect discrimination related to any of the individual circumstances or attributes listed above. This includes the following:

- Harassment: any form of behaviour that is not wanted, not asked for, and that humiliates someone, offends them or intimidates them.
- Vilification: any public act that is likely to incite hatred, serious contempt or severe ridicule for a person or a group of people.
- Victimisation: when someone is treated unfairly because they have made a complaint about discrimination, or helped someone else make one.

Staff who believe that they are subject to any form of discrimination outlined above or who are aware of the incidence of such behaviour should follow the 2RPH Workplace Grievance Procedure.

Staff may also seek assistance from an external body such as NSW Anti-discrimination Board.

Exemptions from Anti-Discrimination Legislation

If there is a need to establish a staff position targeted to a particular group in order to promote equal employment opportunity, 2RPH may apply for an exemption under NSW *Anti-Discrimination Act 1977*

2RPH may establish a position targeted to a particular group where the attribute of that group is a genuine occupational qualification in accordance with *Anti-Discrimination Act 1977 (NSW)*

DEFINITIONS

(see QMS.01 Quality Framework & definitions)

DOCUMENTATION

Documents related to this policy &/or procedure	
Related policies & procedures	QMS.02 Code of Ethics M.02.01 Grievance Complaints & Disputes M.02.02 Policy on Employment Conditions M.24.01 Recruitment & Selection
Forms, record keeping or other organisational documents	Grievance, Complaints and Disputes file

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Biennially	Chair, 2RPH Board	2RPH Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	31 July 2014	Board of Directors	By June 2016

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