



Equal Employment Opportunity Policy

CATEGORY: People

THIS POLICY APPLIES TO: All RW Board Members, Employees and Volunteers



Document Control			
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Record of issue		
Version	Date	Reason and comment
1	February 2008	Titled <i>Equal Employment Opportunity and Anti-Discrimination Policy</i>
2	July 2010	Titled <i>Equal Employment Opportunity and Anti-Discrimination Policy</i>
3	June 2013	Title changed to <i>Equal Employment Opportunity Policy</i>
4	November 2016	Content update

Review by Consumer and Family Reference Group		
Version	Date	Reason and comment

Policy Context	
Applicable standards, legislation or other requirements.	QIC Health and Community Service Standards 1, 2 and 3 Rainbow Tick National Employment Standards Fair Work Act Richmond Wellbeing Enterprise Agreement Equal Opportunity Act 1984 WA (as amended) Occupational Safety and Health Act 1984 WA (as amended) Occupational Safety and Health Regulations 1996 WA (as amended) The Racial Discrimination Act (Cth) 1976 The Sex Discrimination Act (Cth) 1984 The Human Rights and Equal Opportunity Commission Act(Cth) 1987 The Disability Discrimination Act (Cth) 1992
Related RW documents	

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1 Purpose

The purpose of the Equal Employment Opportunity (EEO) Policy is outline Richmond Wellbeing's (RW) position on Equal Employment Opportunity (EEO) and to promote an environment and workplace where everyone is treated with fairness, respect and equality.

This policy ensures that practices within RW are based solely on merit and are not negatively influenced by any grounds of discrimination. The policy applies to the RW board, all employees, volunteers, consumers, clients, carers, contractors and visitors to RW to ensure the EEO principles and legislation are applied fairly, consistently and in accordance with the relevant legislation and industrial instruments across the organisation.

2 Introduction

This policy outlines RW's commitment to EEO in the workplace and seeks to ensure the EEO principles and legislation are applied to all practices within RW and the delivery of our services.

3 Policy

Definitions

Direct Discrimination - Direct discrimination occurs when a person treats another person less favourably than he or she treats, or would treat, someone else in the same or similar circumstances, because of one or more of the grounds set out in the Equal Opportunity Act.

Indirect Discrimination - Indirect discrimination occurs when a rule, practice or policy that appears on its face to be neutral, in effect has a disproportionate and disadvantageous impact on individuals who share a particular attribute (e.g. family responsibility) recognised as a ground under the Equal Opportunity Act.

3.1 Grounds of Discrimination

- **Age** – being regarded as too young or too old;
- **Breastfeeding** - being asked not to feed, or to use other facilities to breast or bottle feed;
- **Family responsibility** – having a caring role;
- **Family status** – being a relative of a particular person or having the status of being a particular relative;
- **Gender history** – having reassigned gender as certified under the Gender Reassignment Act 2000;

- **Impairment** – having a physical, intellectual or mental disability that is current, past or imputed;
- **Marital status** – being single, married, a de facto partner, separated, divorced or widowed;
- **Political conviction** – including a lack of conviction;
- **Pregnancy** – being pregnant, having a characteristic associated with pregnancy or generally imputed to persons who are pregnant;
- **Race** – including colour, ethnicity or national origin or descent;
- **Racial harassment** – including offensive or insulting comments or other behaviour about a person’s colour, ethnic background or origin;
- **Religious conviction** – including a lack of conviction;
- **Sex** – being male, female or intersex;
- **Sexual harassment** – including unwelcome requests for sexual favours, touching and comments about a person’s private relationships;
- **Sexual orientation** – including heterosexuality, homosexuality, lesbianism, bisexuality, transgender or assumed sexual orientation;
- **Spent conviction** - the Commission can investigate discrimination on the ground of spent convictions under the *Spent Convictions Act 1988*.

3.2 Objectives

3.2.1 RW will apply the principles of EEO to practices including but not limited to:

- Recruitment and Selection;
- Appointment;
- Promotion;
- Conditions of Employment;
- Access to Higher Duties;
- Training and Development;
- Delivery of our Services; and
- Provision of facilities.

Through this we aim to promote equal employment opportunity for all persons, encourage the reporting of behaviour that breaches this EEO policy, and promote appropriate standards of conduct at all times.

4 Responsibilities

4.1 The responsibilities of RW are, but not limited to:

Maintaining a current written policy on EEO that covers all board members, employees, volunteers, consumers, clients, carers, contractors and visitors to RW, and their activities.

Ensuring that all staff are aware of the existence of the EEO Policy and have access to the policy.

Ensuring rules, policies and behaviours do not disadvantage anyone.

Promoting a workplace culture that values and encourages diversity in terms of its employees and volunteers, service delivery and decision making processes.

Implementing EEO training during induction and refresher training for all RW staff to ensure that all staff and volunteers know their rights and responsibilities.

Ensuring all sites owned or leased by RW are physically accessible and undertaking any reasonable workplace modifications or providing any necessary equipment for employees who have disabilities.

Recruiting new employees on merit and on a fair and open basis as per the relevant policy.

Providing support and training where required.

Promptly investigating, remedying and documenting any grievances of RW employees, volunteers, consumers, clients, carers, contractors and visitors regarding EEO.

4.2 The responsibilities of board members, employees, volunteers, consumers, clients, carers, contractors of RW are, but not limited to:

Abiding by RW's EEO policies and working towards creating a workplace free of harassment, discrimination, bullying, vilification and victimisation.

Speaking up and encouraging others to speak up if they observe inappropriate behaviour.

5 Procedures

5.1 Making a complaint.

If any employee or volunteer of the agency is, or has been subjected to the types of behaviour defined in this policy, then there is a need for this to be reported.

The method of making a complaint in relation to EEO is outlined in the Grievance Policy.

The method of making a complaint for people other than employees, volunteers or board members is outlined in our complaints procedure.

6 Breach of Standards / Policy

Where an employee or volunteer is in breach of the EEO Policy, the person may be subject to formal disciplinary action in accordance with RW's policy and procedure.

Where a board member, consumer, client, carer, contractor or visitor is in breach of the EEO Policy, RW or the Board as appropriate will take appropriate action and may require the persons concerned to leave the RW premises or service.