



Equal Employment Opportunity Policy and Procedure

Equal Employment Opportunity Policy and Procedure V5

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Policy Name:	Equal Employment Opportunity Policy and Procedure
Policy Area:	Corporate Service/ People and Culture
Policy Owner:	Executive Management Corporate Services

PURPOSE

The purpose of the Equal Employment Opportunity (EEO) Policy is to 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, students, 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.

RW recognises that diversity in our workforce makes us a better and richer workplace. We are committed to building the number of Aboriginal people in our workforce, as outlined in our RAP and the RW Aboriginal Staff attraction, recruitment, retention and promotion framework. As part of our Rainbow Tick accreditation we are also committed to providing a workplace that is safe and welcoming of the LGBTI community. In meeting these standards we have implemented a number of strategies to ensure this is the case.

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.

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SCOPE

This policy and procedure applies to all Board Members, Employees, Students, Volunteers, Consumers, Clients, Carers, Contractors and Visitors

POLICY STATEMENT

Definitions

Direct Discrimination - Direct discrimination occurs when a person treats another person less favourably than they 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 1984.

1.1 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;

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- **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*.

1.2 Objectives

a) 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.

b) Create an environment that is free from discrimination, harassment and bullying, where all employees are treated with dignity, courtesy and respect.

c) To promote equal employment opportunity for all persons.

d) Provide an effective procedure for complaints based on the principles of natural justice. e) Treat all complaints in a sensitive, fair, timely and confidential manner.

f) Encourage the reporting of behaviour that breaches this EEO policy.

g) Promote appropriate standards of conduct at all times as per RW Policies and Procedures.

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2 Responsibilities

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

- a) Maintaining a current written policy on EEO that covers all board members, employees, students, volunteers, consumers, clients, carers, contractors and visitors to RW, and their activities.
- b) Ensuring that all staff are aware of the existence of the EEO Policy and have access to the policy.
- c) Ensuring rules, policies and behaviours do not disadvantage anyone.
- d) Promoting a workplace culture that values and encourages diversity in terms of its employees and volunteers, service delivery and decision-making processes.
- e) Implementing EEO training during induction and refresher training for all RW staff to ensure that all staff and volunteers know their rights and responsibilities.
- f) 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.
- g) Recruiting new employees on merit and on a fair and open basis as per the relevant policy.
- h) Providing support and training where required.
- i) Promptly investigating, remedying and documenting any grievances of RW employees, volunteers, consumers, clients, carers, contractors and visitors regarding EEO.

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

- a) Abiding by RW's EEO policies and working towards creating a workplace free of harassment, discrimination, bullying, vilification and victimisation.
- b) Speaking up and encouraging others to speak up if they observe inappropriate behaviour.
- c) Reporting work practices and behaviour that may constitute as harassment, bullying or discrimination

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PROCEDURE

Making a complaint

If you are 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 Employee Grievance Resolution Policy.

The method of making a complaint for clients, carers, family members and general public is outlined in our Complaints Procedure which is available on our Intranet.

Breach of Policy

Where an employee, student 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.

RELATED DOCUMENTS

Anti- bullying and Harassment Policy

Anti- bullying and Harassment Procedure

Employee Grievance Resolution Policy and Procedure

Code of Conduct Policy

Occupational Safety and Health Policy

SUPPORTING INFORMATION

QIC Health and Community Service Standards

Rainbow Tick

National Employment Standards Fair Work Act (Cth) 2009

Richmond Wellbeing Inc. Enterprise Agreement 2016

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

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REVIEW TIMEFRAME AND RESPONSIBILITY

Date of effect:	February 2008
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Reviewed by:	Executive Manager Corporate Services
Reviewed by Consumer and Family Reference Group:	n/a
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