

Equal Employment Opportunity and Diversity Policy



Purpose

Access4u believes that merit-based recruitment is key to maintaining a sustainable and developing organisation, the most capable and motivated staff, and high-quality services to customers. Merit based recruitment is free of discrimination, and provides opportunities for workforce diversity, Access4u commits to:

- providing equal employment opportunity (EEO) to all prospective and current staff
- promoting a fair and equitable work environment
- complying with all relevant anti-discrimination legislation
- creating and maintaining an environment in which diversity is valued, human dignity is respected and people are treated with equity and tolerance
- ensuring staff and visitors are free from any forms of discrimination, harassment or victimisation

Responsibilities and delegations

This policy applies to	Governing Body. Staff and Volunteers
Specific responsibilities	The Board – committed to merit-based recruitment governance processes. The CEO ensures merit-based recruitment practices free from discrimination and promotes workforce diversity Staff – Staff ensure that everyone is treated with respect and all staff are treated with equity and tolerance.
Policy approval	CEO

Policy context – this policy relates to:

Standards	• National Employment Standards • NDIS Practice Standards • NDIS Quality and Safeguarding Framework
Legislation	Federal legislation: • NDIS Act • Racial Discrimination Act 1975 • Sex Discrimination Act 1984 • Australian Human Rights Commission Act 1986 (Cth) • Disability Discrimination Act 1992 • Age Discrimination Act 2004 • Workplace Gender Equality Act 2012 SA Legislation • Equal Opportunity Act 1984 (SA)
Contractual obligations	NDIS Code of Conduct
Organisation policies and procedures	• Human Resource Management Policies • Code of Conduct
Forms, record keeping, other documents	

Definitions

Equal employment opportunity: Equal employment opportunity (EEO) is a commitment to giving all peoples the right to be given fair consideration for a job or job-related benefits regardless of individual characteristics or circumstances.

Merit based recruitment: Recruiting people based on their skills and experience, regardless of their personal characteristics.

Unconscious bias: Implicit assumptions and beliefs about particular groups of people that affect the way individuals in that group are perceived and judged, often in a negative way. Unconscious bias affects organisations in many areas, including through recruitment and interview processes, performance evaluation, and pay negotiation. It is difficult to change, because people are not often aware of bias, which is why unconscious bias training is valuable to help individuals learn how to decrease the impact of unconscious bias on their decision-making.

Procedures

Equal employment opportunity

The organisation 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, as required by applicable legislation, including:

- 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
- experience of domestic or family violence.

Staff training and awareness

All staff, particularly management, will participate in training on applying the principles of this policy to relevant organisational processes such as recruitment and performance management and review, and unconscious bias training. All staff will also be made aware of the legal requirements of EEO and how to ensure that they adhere to the EEO protections.

Anti-discrimination

In addition to the application of EEO in the workplace and in recruitment processes, all staff must ensure that the workplace and services offered by the organisation are 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: treating someone 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 discriminatory behaviour should follow the Access4u grievance process.

Staff may also seek assistance from an external body such as the Equal Opportunity Commission of SA.