



# AFTRS Equal Employment Opportunity Policy

<b>Responsible Officer</b>	Director, Corporate Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer
<b>Effective Date</b>	12 <sup>th</sup> November 2009 Reviewed 6 <sup>th</sup> August 2011
<b>Associated Documents</b>	<i>Equal Employment Opportunity (Commonwealth Authorities) Act 1987</i> <i>Racial Discrimination Act 1975</i> <i>Sex Discrimination Act 1984</i> <i>Disability Discrimination Act 1992</i> <i>Age Discrimination Act 2004</i> <i>Human Rights and Equal Opportunity Commission Act 1987</i> <i>Occupational Health and Safety Act 1991</i> Workplace Harassment Policy Disability Policy and Action Plan Access and Equity Policy Staff Selection Policy Staff Training and Development Policy Advertising Policy AFTRS Enterprise Agreement 2011 Privacy Provisions

## 1. Policy Name

The AFTRS Equal Employment Opportunity (EEO) Policy.

## 2. Preamble

The current AFTRS EEO Policy was approved in 1999. Since then a number of policies and procedures have been introduced to address specific discrimination issues and the practice of reviewing decisions with a view to equity has become a regular part of operations. As a result there is less ongoing need for specific EEO measures such as the EEO Committee. This policy review seeks to restate and support the important guiding principles while reducing the burden of bureaucracy.

### 3. Policy Scope

This policy applies to all AFTRS employees and contractors and includes the selection of contractors in the provision of goods and services.

### 4. Definitions

**"Discrimination"** means any act of commission or omission that discriminates on the basis of age, sex, sexual orientation, transgender status, marital status, family responsibilities, pregnancy, colour, ethnic or national extraction, social origin, religion, political opinion, trade union affiliation or activity, or mental or physical disabilities.

**"Direct Discrimination"** is when a decision clearly and specifically discriminates on the basis of possession of one of the above attributes.

**"Indirect Discrimination"** is when all employees are treated in the same way but doing this disadvantages more people from a particular group than people from other groups.

**"Designated group"** means any of the following classes of person:

- a) members of the Aboriginal race of Australia or persons who are descendants of indigenous inhabitants of the Torres Strait Islands;
- b) persons who have migrated to Australia and whose first language is not English, and the children of such persons;
- c) persons with a physical or mental disability, or
- d) women.

**"Employee"** means a natural person appointed or engaged under a contract of service whether on a full time, part time, casual, temporary, fixed term or ongoing basis.

**"Contractor"** includes any individual engaged directly by AFTRS or by an external company engaged by AFTRS under a contract for service.

**"Reasonable adjustment"** means changing some feature of the work situation so that people with disabilities can do their work more effectively e.g. modifying equipment or work practices. Reasonable adjustment is related to a specific disability and the essential requirements of a position.

### 5. Policy Statement

AFTRS is committed to ensuring a workplace that utilises and develops the potential of every employee and is free from direct and indirect discrimination. Discrimination in the workplace is unlawful, unfair, and bad management. It also contributes to an unhealthy working environment. Employment and career development decisions at

AFTRS will not be made on the basis of irrelevant characteristics or stereotypes, but on the individual merit of employees and potential employees.

Every employee and manager is responsible for ensuring equal opportunity. Employees will refrain from engaging in discriminatory behaviour. Where instances of discrimination or harassment are alleged they will be investigated through normal disciplinary review procedures and, if proven, disciplinary action will be taken.

AFTRS will, subject to the principles of reasonable adjustment, provide facilities, equipment or services employees or job applicants need to enable them to do the essential part of their work.

An EEO Action Plan will be developed, monitored and reviewed made available to all staff.

## 6. Implementation

### I. Roles and responsibilities

**Employees** are responsible for ensuring they do not engage in discriminatory behaviour.

**Managers** are responsible for:

- overseeing the behaviour of their staff;
- advising contractors on the need to adhere to the policy;
- following up any complaint of discrimination;
- ensuring they offer development opportunities and positions on the basis of individual merit;
- ensuring leave, shift, roster, overtime, hours of work etc. decisions are made without discrimination, and
- ensuring they do not engage in other discriminatory behaviour.

**Divisional Directors and the Managing Executive** are responsible for ensuring that EEO principles are considered in the approval and review of policies and procedures.

**Human Resources** is responsible for ensuring that:

- all new staff are provided with a copy of this policy;
- all staff vacancy advertisements include the statement that "AFTRS supports workplace diversity";
- all staff selection processes adhere to the principles of EEO;
- staff are requested to provide details in relation to their status as a member of a designated group, and
- appropriate statistics and details are provided to the EEO Officer.

***The Equal Employment Opportunity Officer (currently the Head of Human Resources)*** is responsible for:

- developing and monitoring the implementation of the EEO Policy and Action Plan;
- reviewing and reporting on the effectiveness of the Policy and Action Plan;
- reviewing current and proposed policies and practices in the light of EEO principles;
- considering initiatives in other organisations for possible adoption by AFTRS;
- liaising with employees, persons in designated groups and relevant organisations on EEO and related issues;
- keeping management aware of legislative changes and requirements, and
- organising staff training on EEO and related issues as relevant.

## **7. Review**

This Policy will be reviewed in conjunction with the Equal Employment Opportunity Action Plan every three years or more often should it be needed.