



# Equal Employment Opportunity

Review Date: 18/05/2018

## Introduction

Evans Head Preschool Association Inc. recognises that equal employment opportunity is an employment obligation, legal responsibility and social justice issue, and sees prohibiting of discrimination is sound management practice.

## Goals – What are we going to do?

To foster a workplace culture that maximises organisational performance through employment decisions based upon the provision of quality early education and care, disregarding non-relevant criteria or distinctions.

To ensure that all decisions relating to employment are based on merit.

To ensure that Evans Head and Evans Head-Woodburn Preschools comply with all regulatory and legislative obligations to current and potential employees, students and volunteers.

## Definitions

**Discrimination** occurs when an individual, or group of people, with an attribute are treated, or proposed to be treated, unfavourably because of that attribute. It may also occur when a person or organisation impose, or proposes to impose, a requirement, condition or practice which could unreasonably disadvantage people with that attribute.

**Equal Employment Opportunity** consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

**Victimisation** includes subjecting a person to their detriment or threatening to do so due to their:

- Assertion of their rights under Equal Opportunity Law;
- Making a complaint;
- Assisting an associate to make a complaint; or
- Refusing to carry out a practice because it would be discriminatory, sexual harassment or victimization;
- Gender;
- Pregnancy or potential pregnancy;
- Marital/domestic status;
- Disability;
- Race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- Age;
- Family responsibilities, family status, status as a parent or carer;
- Racial classification;
- Sexuality;
- HIV/AIDS vilification;
- Religious belief or activity;
- Political belief or activity;
- Industrial activity;
- Physical features;
- Breastfeeding;
- Transsexuality;
- Transgender;
- Profession, trade, occupation or calling;
- Medical record;
- Criminal record (unrelated to Working with Children Check?)

## Responsibilities

It is the responsibility of the Nominated Supervisor and Approved Provider to ensure that:

- All educators and contractors are committed to principles and legislation relating to equal opportunity and apply these within the service;
- All decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job;
- The service provides a workplace climate which supports equal employment opportunities starting with the positive example set by management.

It is the responsibility of the Nominated Supervisor to ensure that:

- All educators and contractors are aware of their obligations, responsibilities and rights in relation to equal employment opportunity;
- Any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- Ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice.

It is the responsibility of all educators, contractors and volunteers to ensure that:

- They treat all colleagues, families, students and volunteers with respect and professionalism without regard to non-relevant criteria or distinctions;
- Inform the Nominated Supervisor if they believe that they, or anyone else, has been treated unfairly.

## **Statutory Legislation & Considerations**

Anti-Discrimination Act 1977  
(NSW)

## **Sources**

Our Community Policy Bank  
[ourcommunity.com.au](http://ourcommunity.com.au)

## **Related Policies**

- Complaints Policy
- Inclusion Policy

## **Procedures**

The Nominated Supervisor and Approved Provider must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individual's inherent ability to carry out the position.

Employees who believe they are being treated unfairly as a result of discrimination should notify the Nominated Supervisor.

Any complaint of discrimination, harassment or bullying will be investigated in a confidential and procedurally fair manner. If proven, a performance management plan will be initiated. In serious cases, this may warrant dismissal.

**Adopted by the Management Committee**

**Signed by: Naomi Simpson, President**

**Date: 18/05/2016**

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