

Equal Employment Opportunity Policy



Review Date: 20/05/2028

Introduction

Evans Head Preschool Association Inc. are committed to fostering a fair, inclusive, and culturally safe workplace where every person is treated with dignity, respect, and equity.

We recognise that equity is not the same as equality — true inclusion requires identifying and removing barriers that prevent full participation. We are committed to employment practices that value diversity, promote social justice, and reflect the communities we serve.

We reject discrimination, harassment, victimisation, and bias in all forms and uphold our responsibilities under NSW and Commonwealth law to ensure every person has equitable access to employment, learning, and leadership opportunities.

Goals – What are we going to do?

Our goals are to:

1. Foster a workplace culture grounded in equity, respect, and social justice, where employment and organisational decisions are made on the basis of merit and the delivery of quality early education and care — not on irrelevant personal characteristics.
2. Ensure all employment decisions (including recruitment, promotion, training, and conditions of work) are made fairly, transparently, and based on capability, performance, and potential on the safety, rights & best interest of children, which must be paramount consideration in all employment decisions.
3. Comply with all relevant legislation and regulatory obligations in relation to equal employment opportunity, diversity, and inclusion for employees, students, and volunteers.
4. Model inclusive and equitable practice in our employment culture to reflect the values of fairness, belonging, and respect that underpin our work with children and families.

Definitions

Discrimination occurs when a person or group is treated less favourably, or experiences a disadvantage, because of an attribute such as race, sex, disability, age, or other protected characteristic. Discrimination may be direct (explicit treatment) or indirect (a requirement or practice that unfairly impacts a particular group).

Equal Employment Opportunity means that all employees, students, and volunteers have fair and equitable access to employment, development, and advancement opportunities — free from discrimination, bias, or barriers not related to their skills or ability to perform the role.

Legislative & Regulatory Framework

This policy is informed by the following legislation and frameworks:

Commonwealth Legislation

- *Fair Work Act 2009 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*

NSW Legislation

- *Anti-Discrimination Act 1977 (NSW)*
- *Work Health and Safety Act 2011 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*

Early Childhood Frameworks

- *Education and Care Services National Law and Regulations (2011)*
- *National Quality Framework (NQS) – Quality Area 7: Governance and Leadership*
- *Early Years Learning Framework (EYLF) Version 2.0 – Principles: Equity, Inclusion, and Respect for Diversity*

Victimisation occurs when someone is treated unfairly or subjected to harm or disadvantage because they:

- Assert their rights under discrimination law,
- Make or assist with a complaint,
- Refuse to participate in discriminatory or harassing behaviour, or
- Are perceived to have done any of the above.

Protected Attributes under NSW and Commonwealth law include (but are not limited to):

- Sex, gender identity, or transgender status
- Intersex status
- Pregnancy or potential pregnancy
- Marital or domestic status
- Disability or medical condition
- Race, colour, descent, national or ethnic origin, or ethno-religious background
- Age
- Family or carer responsibilities
- Sexual orientation
- HIV/AIDS status
- Religious or political belief or activity
- Industrial activity
- Breastfeeding
- Profession, occupation, or trade
- Criminal record (where unrelated to a Working with Children Check requirement)

Responsibilities

Approved Provider and Nominated Supervisor

- Lead a culture of equity, respect, and inclusion across all service operations.
- Ensure compliance with all relevant EEO and anti-discrimination legislation.
- Make employment, promotion, and development decisions solely on the basis of merit and role requirements.
- Model inclusive leadership and set expectations of fair, ethical, and non-discriminatory behaviour.
- Provide ongoing education and professional learning about EEO, anti-discrimination, and inclusive practice.

Nominated Supervisor

- Ensure all staff, students, and volunteers are informed about their rights and responsibilities under this policy.

Related Policies

- Staff Code of Conduct Policy
- Grievance & Complaints Policy
- Recruitment & Selection Policy
- Cultural Safety & Inclusion Policy
- Quality Improvement Policy (QIP)
- Reconciliation Action Plan (RAP)

References

- Anti-Discrimination Board of NSW – *Equal Employment Opportunity Guidelines*
- Australian Human Rights Commission – *Workplace Discrimination and Equality Resources*
- ACECQA – *Guide to the National Quality Framework*
- NSW Department of Education – *Early Childhood Education Directorate*
- *Early Years Learning Framework V2.0 (2022)*

- Address any breaches or concerns relating to discrimination, harassment, or victimisation promptly and confidentially.
- Support staff to access guidance, advocacy, or mediation if required.
- Monitor workplace practices to identify and remove barriers to participation and advancement.

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All Educators, Staff, Contractors, and Volunteers

- Treat colleagues, families, students, and visitors with respect, fairness, and professionalism.
- Value the diversity of others and contribute to a culturally safe and inclusive environment.
- Refrain from discriminatory, harassing, or victimising behaviour.
- Report any concerns or incidents of unfair treatment to the Nominated Supervisor.

Procedures

1. Decision-Making and Recruitment

- a. Appointment, promotion, and career development decisions will be based on demonstrated ability, experience, and alignment with the service's values and goals.
- b. Recruitment materials will use inclusive language and reflect a commitment to diversity.
- c. Where possible, recruitment panels will include diverse representation.

2. Raising Concerns or Complaints

- a. Employees or volunteers who believe they have experienced or witnessed discrimination, harassment, or victimisation should notify the Nominated Supervisor or Approved Provider.
- b. Concerns will be handled confidentially, with procedural fairness and respect for all parties.

3. Investigation and Resolution

- a. Complaints will be investigated promptly and impartially.
- b. Where a complaint is substantiated, appropriate action will be taken — which may include mediation, training, performance management, or disciplinary action (including termination in serious cases).

4. Education and Awareness

- a. EEO principles and anti-discrimination obligations will be discussed at staff induction and revisited regularly through professional development and reflective team meetings.

- b. The service will encourage dialogue about social justice, privilege, and bias to strengthen collective awareness and accountability.

Review

This policy will be reviewed bi-annually, or earlier if legislation, regulation, or service needs change. All staff will be invited to contribute to the review to ensure the policy continues to reflect our shared values of **equity, inclusion, and respect**.

Approved Provider Representative:		
Name:	Ashliegh Mitchell	
Role:	President	
Signature:	
Date Adopted:	20 / 05 / 2026.....	

REVIEW DATE:20 / 05 / 2028.....

POLICY REVISIONS		
Policy Reviewed/ Adopted	Approved Provider Representative	Review Date
25/06/2018	Belinda Fayle	25/06/2020
13/07/2021	Keiran O'Reilly	13/07/2023
28/11/2023	Narissa Cuskelly	28/11/2025
28/11/2025	Ashliegh Mitchell	28/11/2027
20/05/2026	Ashliegh Mitchell	20/05/2028