

5.3	EEO, EQUITY AND DIVERSITY
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Applies to: All Staff
Specific responsibility:

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	<i>Commonwealth Acts - the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Australian Human Rights Commission Act 1986 (Cth), the Disability Discrimination Act 1992 and the Age Discrimination Act 2004, The Equal Opportunity for Women in the Workplace Act 1999 (Cth)</i> Anti-Discrimination Act 1977 (NSW).
Contractual obligations	

POLICY STATEMENT

This policy outlines the responsibilities that HECIS and its staff have 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 respected and people treated with equity and tolerance
- ensuring staff, clients and their families and visitors are free from any forms of discrimination, harassment or victimisation.

This policy recognises that EEO is an employment obligation and a legal responsibility. All decisions relating to employment opportunities, including recruitment and promotion, will be based on merit.

These principles will be applied to situations including but not limited to the following:

- recruitment and selection
- promotion or temporary higher duties
- decisions on flexible work conditions such as working hours
- supervision and discipline
- reimbursement or compensation
- access to benefits
- access to professional development and training.

PROCEDURES

Equal Employment Opportunity (EEO)

HECIS 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 defined by:

- 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

These principles will be applied to situations including but not limited to the following:

- recruitment and selection
- promotion or temporary higher duties
- decisions on flexible work conditions such as working hours
- supervision and discipline
- reimbursement or compensation
- access to benefits
- access to professional development and training.

Anti-discrimination

In addition to the application of EEO in employment, all staff must ensure that the workplace is 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.

HECIS: EEO, Equity and Diversity

- Victimisation: when someone is treated 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 the incidence of such behaviour should follow the HECIS Workplace Grievance Procedure.

Staff may also seek assistance from an external body such as the NSW Anti-Discrimination Board.

Exemptions from Anti-Discrimination Legislation

If there is a need to establish a staff position targeted to a particular group in order to promote equal employment opportunity, HECIS may apply for an exemption under NSW Anti-Discrimination legislation.

HECIS may establish a position targeted to a particular group where the attribute of that group is a genuine occupational qualification. (refer to www.antidiscrimination.lawlink.nsw.gov.au for further information).

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021