



EQUAL
EMPLOYMENT
OPPORTUNITY
POLICY
P3.0144.1

EQUAL EMPLOYMENT OPPORTUNITY

DIVISION: Customer and Corporate Services

PILLAR: Employee Services

FILE / BINDER:

Introduction;

Equal Employment Opportunity (EEO) aims to eliminate discrimination and harassment from the workplace by ensuring that everyone has fair and equal access to employment, employment conditions and training and promotional opportunities.

Council is committed to ensuring that;

1. No future or current employee receives less favourable treatment on the grounds of;
 - sex;
 - race (including colour, descent, nationality, ethnic and ethno-religious background or national origin);
 - disability (physical, intellectual, mental or psychiatric, whether past, present or future);
 - marital status;
 - pregnancy (including potential pregnancy);
 - transgender;
 - sexual preference or orientation (including homosexuality, lesbianism, bisexuality and heterosexuality);
 - age;
 - family or carers' responsibility;
 - social origin;
 - political belief (including lack of a political belief, and lack of a particular political belief e.g. trade union activity or lack of it); or
 - Religious belief (including lack of a religious belief and/or lack of a particular religious belief).
2. No applicant for employment is disadvantaged by conditions or requirements which are not relevant to performance.
3. Appointments are made on the basis of merit
4. All employees have equal opportunity to training and career development opportunities.
5. Employees are valued and respected.
6. Progress is made towards the removal of employment barriers for target groups (women, racial minorities and people with disabilities).

This policy applies to all employees of Council.

Objectives;

Discrimination occurs when someone is treated unfairly because they belong to a particular group of people or have a particular characteristic. EEO aims to eliminate discrimination in the workplace.

To ensure EEO Council will

- not tolerate discrimination and harassment in the workplace
- recognise its legal obligations under the NSW Anti-discrimination Act 1977 and other relevant legislation
- Maintain employment practices which are based on merit selection principles including recruitment, selection, training and development, promotion and other conditions of employment.
- Implement a EEO management plan which provides direction and objectives for the organisation.
- Distribute and publicise the EEO Policy and Management plan to all new and existing employees and provide training in EEO to all employees.
- respect social and cultural backgrounds of employees and the community
- Ensure management decisions are made without bias.
- Provide employees with means to resolve grievances.
- Ensure that any person who makes a complaint will be protected against victimisation or harassment.

Responsibilities:

General Manager;

- Ensure the implementation of Council's EEO policy and EEO Management Plan
- Ensure that all employees and prospective employees are treated fairly
- Monitor the effectiveness of the EEO policy.
- Appoint an EEO Advisor/s
- Adhere to Council's EEO policy and practices

Directors, Managers & Supervisors

- To reasonably provide a work environment that supports Council's EEO policy and EEO management plan.
- Ensure acceptable levels of conduct are maintained
- Ensure employees understand what constitutes discrimination and harassment
- Assist and support employees in the resolution of complaints
- Take action without delay to solve problems following Council's Grievance Handling Procedure.
- Ensure all appointments are based on merit
- Provide opportunities for training and career progression where appropriate.
- Adhere to Council's EEO policy and practices.

Employees

- Assist management and each other to maintain a workplace that supports Council's EEO policy and EEO management Plan.
- Understand their personal involvement in EEO processes and undertake any identified training.
- Adhere to Council's EEO policy and practices.

EEO Co-ordinator

- The Manager Employee Services and Community Engagement has been nominated by the General Manager to develop and implement the EEO Policy and Management Plan, research EEO matters and report accordingly and ensure EEO policy and practice is incorporated into human resource practices.
- Provide information to and support to employees at all levels about workplace discrimination and harassment issues, prevention and resolution and assist in the review of EEO practices.
- Report to General Manager if they believe there is a serious threat to the health and well-being of the person they are assisting.

Consultative Committee

- Assist in the review and implementation of Council's EEO Management Plan

Contact Officers

- Contact Officers nominated under Councils Respect and Dignity policy can provide assistance to employees who believe they have experienced a breach of Council's EEO policy.

Procedure;

Making a complaint

Employees of Council should refer to Council's **Grievance Procedure** or **Respect and Dignity policy** to locate the procedure for lodging a complaint.

Assistance can be gained from Contact Officers, Employee Services Branch or Supervisors if appropriate.

Employees who become aware of, or suspect breaches of Council's EEO policy have a responsibility to assist management and each other by;

1. Indicating to the alleged harasser that their behaviour is inappropriate and if it were to continue would be reported formally
2. Bringing the matter to the attention of management, Employee Relations or Contact Officers if the behaviour continues or is of such a serious nature that it must be disclosed
3. Offering support to the individual experiencing the discrimination or harassment
4. Maintaining a professional working environment
5. Keeping confidentiality

* * *

RELEVANT LEGISLATION:

Anti-Discrimination Act 1977
Local Government Act 1993
Local Government (State) Award 2014
Disability Discrimination Act 1992
Sex Discrimination Act 1984
Racial Discrimination Act 1975
Age Discrimination Act 2001
Code of Conduct
Respect and Dignity in the Workplace
Recruitment and Selection.

RELATED POLICIES:

DELEGATIONS:

Y / N

SUSTAINABILITY ELEMENT:

Y / N

STAFF TRAINING REQUIRED?

Y / N

NEXT REVIEW DATE: 26/02/2017

PREVIOUS POLICY

ADOPTED:

MINUTE:



Equal Employment Opportunity Management Plan

1. EEO POLICY STATEMENT

Equal Opportunity Employment (EEO) aims to eliminate unlawful discrimination and harassment from the workplace and provide assistance to EEO groups to overcome past or present disadvantage. EEO groups include women, members of racial minorities and persons with disabilities.

Objective;

To demonstrate commitment to the principles of Equal Employment Opportunity and to coordinate and manage EEO practices within the Council.

Strategies to deliver EEO practices include;

- Communication and awareness training
- Compliant Recruitment, selection and appointment processes
- Promotion of workforce diversity
- Fair and equitable employment practices
- Review and evaluation of EEO practices.

Council is committed to the following EEO principles;

- Ensuring that no future or current employee receives less favourable treatment on the grounds of age, sex, pregnancy, disability (past, present or future) race, marital status, carers responsibilities, homosexuality or transgender or disadvantage by conditions or requirements which cannot be shown to be relevant to performance.
- Promoting equal employment opportunity for target groups (women, racial minorities and people with disabilities).
- Making appointments on the basis of merit
- Ensuring that employees are valued and respected and provided with development opportunities.

RESPONSIBILITIES

General Manager

Ensure the implementation of Council's EEO policy and EEO Management Plan.

Managers & supervisors

To reasonably provide a work environment that supports Council's EEO Policy and EEO Management plan.

Employees & Councillors

To assist management and each other to maintain a workplace that supports Council's EEO policy and EEO Management Plan.

Equal Employment Opportunity Co-ordinator

Provide information and support to employees at all levels about workplace discrimination and harassment issues, prevention and resolution and assist in the review of EEO practices.

Further detail is contained in Councils EEO Policy 5.27

2. COMMUNICATION AND AWARENESS

Objective:	All employees are aware of EEO principles, their rights and responsibilities.
Strategy	All employees are informed, trained and accountable for EEO
Strategy	EEO principles are communicated to the community

Actions:	Responsibility	Partnership Opportunity	Date for Completion	Performance Measures
<ul style="list-style-type: none"> All new employees are trained in EEO principles during Induction 	Employees & Supervisors	Managers & Employee Services	First induction after an employee commences	All new employees have participated in EEO induction sessions.
<ul style="list-style-type: none"> EEO policy sent to all new starters in information packs 	Employee Services		Prior to commencement	EEO policy is provided to all new starters prior to commencement
<ul style="list-style-type: none"> Develop and implement EEO Questionnaire to be completed by new starters at induction 	Employee Services		June 2015	Questionnaire developed and implemented
<ul style="list-style-type: none"> Identify and report on EEO issues identified in questionnaire 	Employee Relations		Quarterly to General Manager after questionnaire completed	Report completed
<ul style="list-style-type: none"> Inform all employees and Councillors of EEO policies, procedures, rights and responsibilities. 	ELG,, SMT and Employee Services.			Compulsory training conducted
<ul style="list-style-type: none"> Employees are able to participate in decisions regarding EEO via CC Committee. 	Consultative Committee		Ongoing	Committee reports on relevant EEO issues.
<ul style="list-style-type: none"> Include EEO responsibilities in job descriptions 	Managers & Employee Services		Ongoing	EEO Responsibilities included in all Job descriptions
<ul style="list-style-type: none"> EEO activities included in Annual report 	Manager Employee Services and Community Engagement		Annually	Statement of EEO activities included in Annual Report.

3. RECRUITMENT, SELECTION AND APPOINTMENT PROCESSES

Objective:	<i>Recruitment, selection and appointment processes are non-discriminatory</i>
Strategy	Recruitment practices are in accordance with EEO principles
Strategy	Selection and appointment of employees are based on merit

Actions:	Responsibility	Partnership Opportunity	Date for Completion	Performance Measures
<ul style="list-style-type: none"> Recruitment practices and policy are reviewed to ensure EEO compliance 	Employee Services	ELG, SMT	Dec 2014	Review conducted
<ul style="list-style-type: none"> All employees who participate on selection panels must have completed R & S training and EEO training 	Employee Services and Managers		Prior to participating in recruitment process.	All panel members have completed approved training.
<ul style="list-style-type: none"> EEO principles to be followed in all aspects of the employment process including, short listing, interviews, referee checking and pre-employment medicals. 	Chairperson of recruitment panel	Employee Services	At all times during the recruitment processes	EEO principles are adhered to in all employment processes.
<ul style="list-style-type: none"> Position advertisements follow EEO principles 	Employee Services	Managers	When advertising positions	All position advertisements comply with EEO principles
<ul style="list-style-type: none"> Position descriptions follow EEO principles 	Managers	Employee Services	Upon review of Position descriptions	All job descriptions comply with EEO principles
<ul style="list-style-type: none"> Career development opportunities are offered in accordance with EEO principles 	Managers	Employee Services	Annually	EEO principles are complied with.

4. WORKFORCE DIVERSITY

Objective:	<i>To provide opportunity for diversity in the workforce</i>
	Strategy To develop practices to encourage diversity in the workforce
	Strategy To improve access and participation in the workforce for target groups

Actions: 1.1.1 & 1.1.2	Responsibility	Partnership Opportunity	Date for Completion	Performance Measures
<ul style="list-style-type: none"> Provide work experience opportunities to improve employment prospects for EEO groups 	SMT	Employee Services	Ongoing	Work experience provided for target groups
<ul style="list-style-type: none"> Provide traineeships and apprenticeships 	ELG, SMT	Employee Services	Ongoing	Traineeships and apprenticeships are provided
<ul style="list-style-type: none"> Identify positions in Council that require diversity to meet customer service needs 	SMT	Employee Services	December 2015	Relevant positions have been identified
<ul style="list-style-type: none"> Language interpreter service promoted and accessible to employees and customers. 	Customer Service Branch	Communications Branch	TBA	Services promoted within Council and the community

5. EMPLOYMENT PRACTICES

Objective: <i>Employment practices are fair, equitable and non-discriminatory</i>	
Strategy	EEO principles are incorporated into employment practices
Strategy	Discrimination, bullying and harassment is not tolerated in the workplace

Actions:	Responsibility	Partnership Opportunity	Date for Completion	Performance Measures
<ul style="list-style-type: none"> All employment related policies, practices and training are compliant with EEO principles 	Employee Services	SMT & Consultative Committee		Policies comply with EEO principles
<ul style="list-style-type: none"> Family and carer responsibilities are recognised in accordance with legislation 	Managers	Employee Services	Ongoing	Family and carer responsibilities are recognised when appropriate with employee and operational needs –
<ul style="list-style-type: none"> Review Respect and Dignity in the Workplace Policy 	Consultative Committee, Corporate Safety Team	Employee Services	March 2015	Policy reviewed
<ul style="list-style-type: none"> Councils Respect and Dignity policy is promoted to all employees 	Employee Services	Consultative Committee		All employees attend Respect and dignity training every two years.

6. IMPLEMENTATION AND EVALUATION

Objective:	<i>EEO management plan is implemented and regularly reviewed and evaluated.</i>
Strategy	EEO practices are implemented, reviewed and evaluated
Strategy	EEO Policy and management plan is reviewed and evaluated.

Actions: 1.1.1 & 1.1.2	Responsibility	Partnership Opportunity	Date for Completion	Performance Measures
<ul style="list-style-type: none"> Allocate funds to implement EEO strategies 	ELG		Annually	Budget resources allocated.
<ul style="list-style-type: none"> Ensure all Contact Officers are trained in their role for grievance proceedings. 	Employee Services		June 2015	All EEO Contact Officers are trained.
<ul style="list-style-type: none"> Collect and record statistical and other information to develop EEO programs and monitor effectiveness 	Employee Services		Annually	Data collected and reported on.
<ul style="list-style-type: none"> Annually review the EEO Management Plan 	Employee Services	Consultative Committee	Annually	EEO Management Plan reviewed.
<ul style="list-style-type: none"> Report annually to Council on EEO Mgt Plan. 	Manager Employee and Community Relations		Annually	Report complete
<ul style="list-style-type: none"> Seek advice from all employees as part of review process 	Consultative Committee			Consultation has occurred
<ul style="list-style-type: none"> Consultative Committee, SMT and Council to consider adopting amendments to EEO Mgt Plan. 	EEO & Consultative Committee, SMT, Employee Relations			Amendments made and adopted where appropriate.