

EQUAL EMPLOYMENT OPPORTUNITY POLICY			
Policy number	POL027	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

PURPOSE

This policy is designed to ensure that the Union promotes a non-discriminatory, EEO workplace and complies with all of its obligations under the relevant legislation and its own related policies.

DEFINITIONS

'Discrimination' consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.

'Equal Employment Opportunity' (EEO) 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' happens where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

POLICY

The Union is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Consistent with this, the Union will not condone, and regards as unfair, all forms of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- 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;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

AUTHORISATION

Secretary
AEU ACT Branch

EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES

Procedures number	PROC027	Version	001
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RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- the Branch Executive and all employees are aware of their obligations, responsibilities and rights in relation to equal employment opportunity;
- the equal employment opportunity principles and legislation are applied in the workplace;
- 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 Union provides an environment which encourages equal employment opportunity and sets an example by their own behaviour;
- 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 employees, elected officials and volunteers to ensure that:

- they treat all colleagues and members with respect and professionalism without regard to non-relevant criteria or distinctions.

PROCEDURES

The Union 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. Any concerns or queries should be directed to the Branch Secretary.

Employees who believe they are being treated unfairly as a result of discrimination should raise the matter in accordance with the Dispute Avoidance/Settlement Procedures of the AEUACT Officer and Employee Enterprise Agreement 2011-2014 and the Staff Dispute Resolution Policy.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Discrimination Act 1991*
- *Sex Discrimination Act 1984*
- Affirmative Action Policy (POL005)
- Eliminating Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)

AUTHORISATION

Secretary
AEU ACT Branch

