

AFFIRMATIVE ACTION POLICY

Policy number	POL005	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

PURPOSE

The purpose of this document is to state the Union's position on Affirmative Action and to document the processes, which will be adopted to ensure gender discrimination does not occur in the workplace.

CORE POLICY

The Union's policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

The Union will consult our employees about their needs, analyse our employment and membership profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in the Union will be based on merit.

AUTHORISATION

Secretary
AEU ACT Branch

AFFIRMATIVE ACTION PROCEDURES

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RESPONSIBILITIES

It is the responsibility of the Secretary to oversee the implementation of this policy.

It is the responsibility of the staff member with the duties of Women's Officer to ensure:

- the implementation of this policy;
- that they are available as a point of contact for information, advice or complaints;
- that this program is continually being developed and reviewed;
- if the organisation is covered by the *Workplace Gender Equity Act 2012*, that the annual report to the Workplace Gender Equity Agency is completed and submitted.

PROCEDURES

To ensure that the Union provides effective opportunities for women, the organisation shall:

- develop and review policies and practices regularly;
- analyse our employment profile and other workplace statistics;
- consult employees and members about their needs;
- establish appropriate goals and plans; and
- review the organisation's performance against those goals and plans.

If required by the *Workplace Gender Equity Act 2012*, the Union will submit an annual report to the Workplace Gender Equity Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees who believe they are being treated unfairly as a result of gender discrimination should raise the matter in accordance with the Dispute Avoidance/Settlement procedures within 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
- *Workplace Gender Equity Act 2012*
- Anti-Discrimination Policy (POL006)
- Elimination of Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)
- Staff Dispute Resolution Policy ((POL052)

Authorisation

Secretary
AEU ACT Branch