

## **EQUAL EMPLOYMENT OPPORTUNITY**

### *Objective*

Council is committed to ensuring a workplace free of discrimination and harassment.

This commitment is based, in part, on the need to ensure that our organisation complies with equal opportunity laws and the Local Government Act, 1993. We are also committed to providing a safe and healthy working environment for all employees and encouraging good working relationships between employees.

The organisation will endeavour to ensure that in the application of all Human Resource policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within Council.

Management will implement processes and procedures to endeavour to ensure that no sexual, racial or other harassment occurs in the workplace

### *Scope*

All employees of Gilgandra Shire Council.

### *Policy*

EEO or equal employment opportunity is a positive way of describing the absence of discrimination in the workplace.

This means that employment decisions are not made on the basis of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief. Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal and State equal opportunity laws.

In order to ensure EEO principles are followed, employment decisions are made on the basis of the individual merit of employees and applicants against the selection criteria for the vacancy.

EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature. Harassment is any form of behaviour that is unwelcome, which is based on one of the prohibited grounds and which offends, humiliates or intimidates someone.

### **Discrimination and Harassment**

Discrimination and harassment will not be tolerated at Gilgandra Shire Council. Employees are required to comply with this policy and refrain from engaging in any discriminatory or harassing behaviour.

Where instances of discrimination or harassment occur, they will be investigated in a confidential manner. If proved, the person responsible will be disciplined and counselled. In serious cases, this may involve dismissal.

## **Complaints and Grievances**

The organisation has in place an Employee Grievance Policy and Procedure that details what employees can do and actions they can take if they feel that they have been discriminated against or harassed.

Complaints of discrimination and harassment can also be made to the Human Rights and Equal Opportunity Commission or the Anti-discrimination Board.

## **Responsibility for EEO**

The responsibility for EEO at Gilgandra Shire Council lies with all staff.

The EEO Management Plan aims to achieve the following:

- Ensure that the Equal Employment Opportunity procedure is implemented
- Oversee the content and direction of the equal employment opportunity programs
- Provide staff training on EEO and related issues
- Keep the senior management group up to date with legislative changes and requirements at all times
- Investigate the needs of staff in order to assist them in balancing work and family life

## **For more information**

For further information about EEO you may wish to contact:

Internally:

- Human Resources Manager

Externally:

- NSW Anti Discrimination Board
- Australian Human Rights Commission

Relevant Legislation

NSW Anti Discrimination Act, NSW 1977  
 Local Government (State) Award 2017  
 The Federal Racial Discrimination Act 1975  
 The Federal Sex Discrimination Act 1984  
 The Federal Human Rights and Equal Opportunity Commission Act 1986

The Local Government Act 1993  
 The NSW Industrial Relations Act 1996  
 Work Health and Safety Act 2011  
 The NSW Disability Discrimination Act 1992  
 Management of Workplace Harassment Procedure  
 Recruitment & Selection Procedure

Associated Documents

Nil

<b>Responsible Officer:</b>	Director Corporate Services		
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