

## POLICY NO LG24 EQUAL OPPORTUNITIES POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs
<b>STATUTORY AUTHORITY:</b>	Sex Discrimination Act 1984 (Commonwealth) Anti-Discrimination Act 1998 (State) Disability Discrimination Act 1992
<b>OBJECTIVE:</b>	<p>The Council is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees.</p> <p>The Council will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age and so forth.</p>
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 16 May 2022 – Minute No 05/22.13.6.95

## POLICY

### 1. RESPONSIBILITIES

- The responsibility for ensuring that this policy and associated procedures are adhered to rests with all employees of Break O'Day Council, Break O'Day Council and Break O'Day Council's Management.
- The Human Resources Manager is responsible for these procedures on an operational / administrative basis.
- Each department manager is responsible for adhering to this policy

### 2. INTRODUCTION

It is the Break O'Day Council's aim to ensure that there will be a fair and systematic approach to the treatment of all job applicants and employees, regardless of their sex, sexual orientation, marital status, age, race, ethnic origin or disability.

The policy applies to the advertising of jobs, recruitment and appointment, training, conditions of work, pay and all other aspects of employment. The policy also applies equally to the treatment of our customers/clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.

Employees should note that the imposition of a condition or requirement (which has an adverse impact on someone, who because of his or her sex, race or marital status is more likely to be affected by it) will also be unlawful unless it can be justified on grounds of business need.

### **3. DISABILITY**

Employees with disabilities or who become disabled in the course of their employment should inform the Break O'Day Council and may also request any "reasonable adjustments" to their employment or working conditions which they consider necessary or would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and practicable, such adjustments will be made. There may however be circumstances where it will not be reasonable or practicable for the Break O'Day Council to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

### **4. GRIEVANCES**

Any member of staff may use the staff grievance policy to complain about discriminatory conduct. If the matter relates to sexual or racial harassment, or harassment on the basis of disability, then the grievance may be raised with the Business and Corporate Services Manager or an appropriate supervisor. The Council is committed to ensuring that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

### **5. DISCIPLINARY MEASURES**

Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to the organisation's disciplinary policy. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigating circumstances.

### **6. PROCESSES**

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures, as:

- Introducing assertiveness training.
- Introducing English language training.
- Encouraging under-represented groups to apply for suitable training posts.

### **7. MONITORING AND REVIEW**

This Policy will be reviewed every three (3) years in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.