

SAMPLE EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION TEMPLATE

POLICY STATEMENT

All employees of *[Insert Company name]* are entitled to work in a discrimination free environment. Abilities, skills, qualifications and experience are considered without regard to sex, national origin, race, religion and marital status. This is applicable, other than where specifically legislated by Acts of Parliament.

Anti-discrimination legislation operates in the workplace to eliminate practices and beliefs that can impact on employees and refuse them access to a range of jobs, promotions, training and the receipt of "equal treatment".

[Insert Company name] respects the Federal Government's Affirmative Action Programme, outlined in the Affirmative Action (Equal Employment Opportunities) Act 1986. *[Insert Company name]* will not tolerate discriminatory conduct at any time in the workplace. Employees who engage in such conduct will be subjected to disciplinary action which may include the termination of their employment. Refer to disciplinary policy.

PURPOSE

The purpose of this policy is to promote the achievement of employment equity at *[insert Company name]* through:

- The application of practices to enable target group members to compete for recruitment, selection, promotion and transfer, and pursue careers, as effectively as those who are not members of target groups.
- The elimination of unlawful discrimination in the area of employment.

TYPES OF DISCRIMINATION

The types of employment situations where discriminatory actions can arise are:

- when management or a company representative refuses to employ an applicant on work of that description, which is available due to the applicants sex, national origin, race, religion and marital status; or
- offers or affords the applicant or the employee less favourable terms of employment, conditions of work, superannuation or other fringe benefits. This includes opportunities for

training, promotion and transfer that are made available to applicants or employees of the same or substantially similar capabilities and are employed in the same or substantially similar circumstances on work of that description; or

- terminates the employment of the employee, in which the employment of other employees employed on work of that description would not be terminated; or
- subjects the employee to any detriment in circumstances, in which other employees employed on work of that description would not be subjected to such detriment; or
- retires the employee, or requires or causes the employee to retire or resign by reason of one of the prohibited grounds of discrimination.

PROHIBITED GROUNDS OF DISCRIMINATION

The prohibited grounds of discrimination are:

- sex (including pregnancy and childbirth);
- marital status (including being married, single, separated, divorced, widowed);
- religious or ethical beliefs;
- colour or race;
- ethnic or national origins (including nationality and citizenship);
- disability (including physical disability, impairment or illness; mental illness; intellectual or psychological disability or impairments; any other bodily loss or abnormality; and the presence of disease-causing organisms such as the HIV virus);
- age;
- political opinion;
- employment status (i.e. whether unemployed or whether receiving accident compensation or a social welfare benefit); and
- family status (i.e. whether responsible for the care of children or other dependants, and being married or related to a particular person).



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It is also unlawful to discriminate against a person where the ground of discrimination relates to a relative or associate of that person rather than the person him or herself.

POLICY

[Insert Company name] expects that all employees will ensure that they:

- treat other employees with respect and fairness
- share responsibility for maintain a workplace that is free from discriminatory behaviours and practices
- ensure that they do not unlawfully discriminate against or harass other employees
- accept that others have a right to different perspective and opinions.