

***AFFIRMATIVE ACTION (A.A.)/  
EQUAL EMPLOYMENT OPPORTUNITY (E.E.O)***

<b>STANDARD:</b>	<b>1.6</b>
<b>EFFECTIVE DATE:</b>	<b>15/1/2006</b>
<b>REVIEW PERIOD:</b>	<b>ANNUAL</b>
<b>APPROVED BY:</b>	<b>CEO/BOD</b>
<b>RESPONSIBILITY:</b>	<b>ALL STAFF</b>
<b>DISTRIBUTION:</b>	<b>ALL STAFF</b>
<b>VERIFICATION:</b>	

***PURPOSE:***

To ensure that the principles of **Equal Employment Opportunity (E.E.O.)** and **Affirmative Action (A.A.)** are implemented and abided by in relation to all employment based decisions.

***BACKGROUND:***

**Equal Employment Opportunity**

**EEO** ensures that employment related decisions within the facility are based on **merit** and not on factors which are irrelevant to the person's skill or ability to fulfil the inherent requirements of the job.

It is unlawful to discriminate in employment-based decisions. (Refer to Standard 1.6 (12) – Anti-Discrimination.)

**Affirmative Action (A.A.)**

Affirmative Action is a means of achieving E.E.O. for women. Such a policy is aimed at removing the barriers to women achieving equality in the workplace. Affirmative action does not over-ride the principle of merit.

**Merit Principle**

The merit principle pronounces that the **best person will get the job** regardless of their sex, marital status, race, etc. This principle should form the basis of recruitment and promotion practices and procedures.

**POLICY:**

**1. Equal Employment Opportunity (E.E.O.)**

- Management is committed to the principle of E.E.O. and aims for all employees, (and potential employees) to enjoy fair access to employment opportunities within the facility. The principles of merit and fairness will prevail.
- All employment related decisions will be free from unlawful discrimination. (Refer to Standard 1.6 (12) – Anti-Discrimination.)
- Processes and practices implemented in respect to:
  - advertising;
  - recruitment and selection;
  - induction;
  - promotion;
  - development and training;
  - performance management;
  - reward and recognition;

and general employment related matters will be managed in accordance with the principles of E.E.O.

**2. Affirmative Action**

- Management will ensure that equal employment opportunities are reflected in employment related matters (as above) for all female staff within the workplace.
- The facility will have an **Affirmative Action for Women** “Action Plan” established **if** there are 100 or greater employees.

**3. General**

- Management will **consult** with staff on E.E.O. and/or A.A. matters.
- All documents, policies and procedures written or used by the facility will be in accordance with the principles of E.E.O. and A.A.
- Staff will be aware of and trained in the facility’s policies on E.E.O. and A.A.

**PROCEDURE:**

**Affirmative Action (A.A.)**

- All facilities with 100 (or more) staff are required to have an Affirmative Action Policy.
- An **Affirmative Action Officer** (appointed by the facility) will ensure that:
- An **Affirmative Action for Women “Action Plan”** is to be **established** and **evaluated** on an annual basis by the facility.
- The **Affirmative Action Program** and outcomes will be conveyed to all employees annually.
- An affirmative action **response** will be sent to the Affirmative Action Agency **annually**.
- Staff will be trained in affirmative action matters.

**ALSO REFER TO:**

Standard 1.6 – All Human Resource Management practices and procedures  
Standard 1.6 (12) – Anti-Discrimination

**Acknowledgements**

1. *James Underwood & Associates Pty Ltd. 1999*
2. *Affirmative Action (Equal Employment Opportunity for Women) Act 1986*
3. *Human Rights and Equal Opportunity Commission Act 1986*
4. *Affirmative Action Agency, GPO Box 4373, Sydney, NSW 2001*