



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 14.18.3

POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY

Adopted: 17 August 2017

POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY (NO. 14.18.3)

1. **Title:** Policy for Equal Employment Opportunity

2. **Number:** Policy Number 14.18.3

3. **Purpose:**

Equal Employment Opportunity (EEO) within Weddin Shire Council has the twin aims of achieving greater equity in employment and, flowing from that, improved efficiency. Council recognizes the need to comply with anti-discrimination and affirmative action legislation, in its various forms, and that it has been introduced to protect the individuals from unfair attitudes and practices that may exist within the work environment and society generally, and accordingly is committed to achieving equal employment opportunity for all employees as means of increasing the effectiveness of the Weddin Shire and recognizing the true potential of its employees.

4. **Application**

The policy applies to Council and staff as strong supporters of the principles of equal employment opportunity and affirmative action as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment. By putting the principles of EEO and Affirmative Action into practice Council ensures that all employees, future employees, and contract workers are entitled to be treated on the basis of their true ability and merit and to work in an environment which is free of discrimination and harassment, therefore, this policy is applicable to Weddin Shire Council in all its operations and functions-

5. **Associated References**

Local Government Act 1993 Section 345.

Equal Employment Opportunity Management Plan (document 16.1.1)

Policy for Resolution of Grievances (document 14.21.2)

6. **Definitions**

Equal Employment Opportunity (EEO) is about:

- making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- providing programs to assist members of EEO groups to overcome past or present disadvantage.

7. **Policy**

7.1 **Introduction**

Equal Employment Opportunity (EEO) means that all employees receive fair and equitable treatment in the work place. EEO is fundamental to good personnel management.

Council is required to ensure that EEO is implemented and co-ordinated within the workplace.

7.2 **EEO Officer**

The Equal Employment Opportunity Officer has the overall responsibility for the implementation and co-ordination of the Equal Employment Opportunity Management Plan.

The EEO Officer for Weddin Shire Council is the Director Corporate Services.

7.3 Statutory Provisions of the Equal Employment Opportunity Management Plan

Section 345 of the Local Government Act 1993 requires Council to prepare and implement an Equal Employment Opportunity Management Plan.

The plan is to include provisions relating to:

- a) The devising of policies and programs by which the objects of equal employment opportunity are to be achieved,
- b) The communication of these policies and programs to persons within the staff of the Council,
- c) The collection and recording of appropriate information,
- d) The review of personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns and conditions of service) with a view to the identification of any discriminatory practices,
- e) The setting of goals and targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of equal employment opportunity may be assessed,
- f) The means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a),
- g) The revision and amendment of the plan,
- h) The appointment of persons within Council to implement the provisions referred to in paragraph (a) to (g).

7.4 Management

All managers and supervisors at Weddin Shire Council must do their best to prevent harassment and discrimination from happening in their team. If a manager or supervisor encourages or ignores any harassment or discrimination that is happening in their team, they may be disciplined, or in serious cases dismissed.

If you are a manager or supervisor you must:

- ensure that all your team members are aware of and understand our EEO and harassment policies.
- know the arguments supporting these policies so that they can deal effectively with any concerns or questions from employees in their team.
- be a good role model — do not engage in any behaviour that might be seen as harassment.
- make fair, non-discriminatory decisions.
- explain the rationale behind any of your decisions that you think one or more of your team members might not like — you should be able to justify every decision as a fair decision.
- be prepared to change your decision if an employee or group of employees raise reasonable objections about its fairness, and it is possible to make a decision that is both practical and fairer for everyone involved.
- make it clear to all your team members that you won't tolerate any unfair, discriminatory or harassing behaviour from any of them.
- ensure that your team's working environment is free of sexist, racist, or any other form of stereotyping material, posters, screen savers, internet and email communication, and so on.
- wherever possible, make sure that neither the work environment nor any work processes make it easy for discrimination or harassment to happen.

POLICY FOR EQUAL EMPLOYMENT OPPORTUNITY (NO. 14.18.3)

- follow up any staff/team behaviour changes that could mean that any discrimination or harassment is going on, or that anyone has a grievance.
- ensure that your team members know that you want to hear from them immediately if they have any problem, concern or grievance about anything to do with work, so that you can try to sort it out as quickly as possible. Make sure they know who else the grievance policy says they can talk with if they don't want to talk with you. Make sure they have read and understood the grievance policy.
- act immediately if you witness or are told about any unfair treatment, discrimination or harassment — by following the information in Council's Grievance Policy.
- if you are ever unsure about how to handle or resolve a grievance, or a suspected grievance, seek confidential advice from the Director Corporate Services.

7.5 Employees

Employees have the responsibility to:

- Act to prevent harassment and discrimination against others in the workplace
- Respect differences among colleagues and customers such as cultural and social diversity
- Treat people fairly (don't discriminate against or harass them).

Employees have the right to:

- a workplace that is free from unlawful discrimination and harassment
- equal access to benefits and conditions
- fair process to deal with work-related complaints and grievances.

7.6 Procedures

If an employee feels someone is treating them unfairly or harassing them, Council needs to be informed to take the necessary action to have the situation rectified. Council's grievance policy provides the necessary information to inform employees how the problem shall be dealt with. Council will ensure there is no victimisation allowed to occur because of the information provided, be it by yourself or supporting someone else's complaint.

8. Non-compliance

Non-compliance with this policy may render an employee liable for disciplinary action or in extremely serious cases dismissal.

9. Review and Amendment

This policy shall be reviewed by September 2017 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.

10. Adoption

This policy commences as from the date of adoption by Council, being 17 August 2017.

11. History

Version	Details
14.18.1	Adopted 20 August 2009
14.18.2	Adopted 21 June 2013
14.18.2	Adopted 17 August 2017