

THE NORTHCOTT SOCIETY

**POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
AND ANTI-DISCRIMINATION**

VOLUME:	2	Society Policy on Management & Organisational Issues
SECTION:	A	Human Resources
SUB-SECTION:	D	Equal Employment Opportunity
NEXT REVIEW DATE:		October 2008
BOARD APPROVAL:		Not required

Policy:

It is Northcott's policy that all staff members are entitled to fair and equitable treatment with regard to recruitment and employment practices, including benefits, termination and all other aspects of the employment relationship.

It is unlawful to discriminate on the following grounds:

- race (including colour, ethnicity, national origin, ethno-religion)
- sex (including pregnancy)
- age
- disability (past, present or assumed disability)
- homosexuality (including assumed transgender)
- religion
- political belief
- union activity
- criminal record

It is Northcott's policy to adhere to both Federal and New South Wales Anti-Discrimination laws.

Definitions:

- 1 **Direct discrimination** is treating someone unfairly or unequally simply because they belong to a particular group or category of people.
- 2 **Indirect discrimination** is where there is a requirement that is rule, policy, practice – formal or informal, or procedure which is the same for every staff member, but which has an unequal or disproportionate effect on particular groups. Unless this requirement is "reasonable in all the circumstances" it is likely to be indirect discrimination.

Principles:

- 1 Recruitment, selection and promotion decisions will be made based on merit, i.e. the most suitable applicant for the job.
- 2 All staff are entitled to equal access to training, development and career advancement opportunities.
- 3 All staff are entitled to equal access to job information such as job vacancies, conditions of service and entitlement.
- 4 All staff are entitled to a working environment free of discrimination and harassment.
- 5 Any acts of harassment or discrimination by staff can be subject to disciplinary action and possible dismissal.
- 6 All staff are entitled to equal remuneration for work of equal value.

Procedures:

- 1 All managers, coordinators and supervisors are responsible for ensuring EEO and Anti-Discrimination policy and procedures are implemented.
- 2 The Human Resources Manager will ensure that all Northcott's employment practices and procedures are fair and non-discriminatory.
- 3 The Human Resources Manager will ensure that all information on job vacancies, EEO, conditions of service and entitlements, and training opportunities is distributed to staff and that all information on career advancement and promotion opportunities is made available to all staff.
- 4 All staff, particularly Managers and Supervisors, have a responsibility to educate all new and existing employees, about what is acceptable and what is unacceptable behaviour and practice in the workplace.
- 5 Managers, coordinators and supervisors are responsible for offering opportunities for career advancement and promotion to all staff.
- 6 Managers, Supervisors and Coordinators will ensure that Northcott's grievance handling mechanism is used effectively so that any complaints about discrimination, harassment or any aspect of the employment relationship are dealt with quickly to hopefully resolve the issue internally as soon as possible.

Supporting Policies:

- Policy on Grievances (Staff)
- Policy on Discipline and Dismissal
- Policy on Anti-Harassment and Good Working Relationships
- Policy on Affirmative Action for Women
- Policy on Affirmative Action for People with Disabilities
- Policy on Staff Recruitment and Selection

Authorised by:
Mike Fryer
Director Operations