

Q259	EQUAL EMPLOYMENT OPPORTUNITY, EQUITY and DIVERSITY POLICY
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Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) believes that merit selection that is free of discrimination and provides opportunities for workforce diversity is key to maintaining a sustainable and developing organisation, the most capable and motivated employees, and high quality services to Customers/Clients.

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service commits to:

- providing equal employment opportunity (EEO) to all prospective and current employees
- promoting a fair and equitable work environment
- complying with all relevant anti-discrimination legislation
- creating and maintaining an environment in which diversity is valued, human dignity is respected and people are treated with equity and tolerance
- ensuring employees and visitors are free from any forms of discrimination, harassment or victimisation.

This document complies with NDIS 2018 standard 2.7 Human Resources Management and ACIS 2013, section 2.6 Human Resource Management.

This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

Policy context: This policy relates to	
Legislation or other requirements	Equal Opportunity Act 2010 Fair Work Act 2009
Contractual obligations	Employment contracts

Definition

Equal employment opportunity: Equal employment opportunity (EEO) is a commitment to giving all peoples the right to be given fair consideration for a job or job-related benefits regardless of individual characteristics or circumstances.

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Equal employment opportunity

The organisation will apply the principles of equal employment opportunity (EEO) to all employment related decisions and treat all employees fairly and equitably with regard to individual circumstances or attributes, as required by applicable legislation, including:

- race
- ethno-religious background
- nationality, ethnic or national origin
- gender
- marital status
- pregnancy
- family or carer responsibilities
- breast feeding
- disability (physical, intellectual, psychiatric)
- HIV/AIDS status
- political or religious conviction
- age
- sexual preference
- transgender status
- trade union activity.

These principles will be applied to situations including, but not limited to, the following:

- recruitment and selection
- promotion or temporary higher duties
- decisions on flexible work conditions such as working hours
- supervision and discipline
- reimbursement or compensation
- access to professional development and training
- access to other benefits and opportunities.

Anti-discrimination

In addition to the application of EEO in the workplace and in recruitment processes, all employees must ensure that the workplace and services offered by the organisation are

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free of any form of direct or indirect discrimination related to any of the individual circumstances or attributes listed above. This includes the following:

- Harassment: any form of behaviour that is not wanted, not asked for, and that humiliates someone, offends them or intimidates them.
- Vilification: any public act that is likely to incite hatred, serious contempt or severe ridicule for a person or a group of people.
- Victimisation: treating someone unfairly because they have made a complaint about discrimination, or helped someone else make one.

Employees who believe that they are subject to any form of discrimination outlined above or who are aware of discriminatory behaviour should see People and Culture or Chief Executive Officer.

Employees may also seek assistance from an external body such as the Equal Opportunity Commission.

Documentation

Documents related to this policy	
Related policies	Q252 - Recruitment and Selection Policy Q254 - Employment Conditions Policy