

HR-Gov-3.2 Equal Employment Opportunity and Non-discrimination Policy



Policy

EV GP Training (EV) adheres to the *Equal Opportunity Act* and is committed to providing, promoting and maintaining a workplace free of discrimination and harassment.

EV endeavors to:

1. Treat all staff equitably and fairly regardless of ethnicity, gender, gender identity, religion, physical and/or intellectual disability, age, marital status, sexual preference or any other personal characteristic on which it is illegal to discriminate.
2. Put in place policies and procedures and engender a culture in which all staff members behave in a professional manner and treat each other with dignity and respect.
3. Recruit, develop and promote staff based solely on merit.
4. Provide a workplace in which all staff members are treated in accordance with the fundamental principles of equality and fairness in employment.
5. Provide staff with equal access to the benefits and entitlements pertaining to their position and in compliance with employment laws.
6. Put in place policies and procedures and engender a culture in which there is no unlawful discrimination, harassment and bullying in the workplace.
7. Ensure that equal opportunity, harassment, discrimination and bullying are covered as part of the staff orientation and training processes.
8. Encourage staff to report discrimination and harassment by ensuring a safe and clear reporting process, so that appropriate action can be taken.
9. Investigate reported complaints of alleged acts of discrimination, harassment, and/or bullying in a sympathetic, fair, confidential and prompt manner.
10. Provide support to staff, including those making allegations of discrimination and those against whom allegations are made throughout the investigation process.
11. Provide, where possible and reasonable, flexible working arrangements that meet the needs of all staff and create a productive workplace.
12. Make reasonable adjustments for a person offered employment or a staff member who may be considered to be part of a disadvantaged ethnic or socio economic group or a person with a disability. This may include de-formalising the interview process or improving access, modifying work instructions or allowing staff to be absent for commitments related to ethnicity, rehabilitation, assessment or treatment.
13. EV staff must also act in accordance with the principles and requirements outlined in this policy. Any breach of this policy may lead to disciplinary action.

Definitions

Equal Employment Opportunity (EEO): means that employment and management practices operate in a way that gives everyone equality of opportunity in the workplace. EEO requires that all decisions and practices are based on clear, predefined, job related criteria in all areas including; recruitment and selection, conditions of employment, training and development and other aspects of employment.

Additional Information

- Victorian Equal Opportunity and Human Rights Commission - <http://www.humanrightscommission.vic.gov.au/>

Relevant Legislation

- Equal Opportunity Act 2010

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