

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Including Access and Equity

Introduction:

WORKCO Limited is fully committed to providing a workplace environment free of all forms of discrimination and harassment including bullying. WORKCO Limited aims to consistently provide equality of opportunity for all its employees, and all associated stakeholders and jobseekers.

A basic requirement for all staff is to treat all others encountered through work with courtesy, dignity, respect and safety.

By effectively implementing our Equal Opportunity Policy we will attract talented people and use their abilities to maximum advantage for the organisation, the employee and stakeholders.

The WORKCO Limited Equal Opportunity policy provides guidelines on the professional standard of behaviours expected from all people associated with the organisation. It is the policy of WORKCO Limited to manage its operations with a positive awareness of the spirit and intent of anti-discrimination and equal opportunity laws.

This policy also covers WORKCO's commitment to Access and Equity principles, and ensures that these principles are applied to all employment and training activities. All personnel are aware of and adhere to these principles.

Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any board member, employee (or subcontractor) who breaches this policy.

Scope:

This policy covers all WORKCO Limited staff and management, the WORKCO board of directors and all people who come into contact with our organisation, in a professional, training or jobseeking capacity, in areas of their public life associated with WORKCO Limited.

References:

The WORKCO Limited Equal Opportunity Policy should also be read and interpreted in conjunction with the WORKCO Limited Certified Agreement 2005, and the Human Resources Manual and its attachments such as the WORKCO Indigenous Employment Policy and the WORKCO Bullying Policy.

This policy has been developed with assistance from the Equal Opportunity Commission of Victoria, and is to assist WORKCO in complying with the following acts of Parliament:

- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Racial Discrimination Act 1975: Racial Vilification
- Sex Discrimination Act 1984 (Commonwealth)
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 (Commonwealth)
- Victorian Equal Opportunity Act 1995

- Equal Opportunity for Women in the Workplace Act, 1999
- Occupational Health, Safety and Welfare Act 1986 (Commonwealth)
- Affirmative Action Act 1986 (Commonwealth)

WORKCO will maintain an up to date register of policy changes to the above and other commonwealth and state legislation pertaining to EEO and Access and Equity.

This policy also adheres to various codes of conduct that WORKCO Limited works to and contracts that are taken on. This policy is also in line with the Australian Quality Training Framework, and the Group Training National Standards.

Definitions:

Discrimination and harassment is not only unacceptable; it is unlawful, pursuant to state legislation and federal legislation and various Occupational Health & Safety legislation. It is the responsibility of management to provide a working environment free from discrimination, harassment, bullying and victimisation.

Discrimination means denying individuals fair and equal treatment in employment on grounds other than those relevant to the job requirements.

Direct Discrimination means treating or proposing to treat another person less favourably on the basis of an attribute covered by equal opportunity law, regardless of the discriminator's motive and whether they are aware of the discrimination or consider the treatment less favourable.

Indirect Discrimination means imposing or intending to impose an unreasonable practice, requirement or condition that can only be complied with by a higher proportion of people without the attribute. Awareness of the discrimination is irrelevant.

Harassment is an unwanted behaviour, involving inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence. It is important to note that legally, it is irrelevant as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome.

Sexual Harassment occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

Bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and/or safety.

Victimisation is seen to occur when someone who has raised an equal opportunity complaint suffers a negative consequence as a result of raising that concern.

WORKCO Limited's EEO Policy is based on the following principles:

- To hire the best qualified person for the available position without regard to any of the 17 protected attributes under Victorian EEO Law, being:
 - age
 - breastfeeding
 - carer status
 - gender identity
 - industrial activity
 - Employment activity – deleted national origin
 - lawful sexual activity
 - parental status
 - physical features
 - race

- sex
 - marital status
 - pregnancy
 - religious belief or activity
 - political belief or activity
 - disability/impairment
 - sexual orientation
 - personal association with someone who has, or is assumed to have, one of these characteristics.
- To appraise and promote employees on the basis of objective assessment of performance and potential. This decision will be made without regard to discrimination
 - To conduct all company activities without regard to discrimination
 - To maintain a workplace free of harassment
 - As a socially responsible company aware of the changing values and attitudes to employment, WORKCO Limited actively develops employment opportunities for women, minorities and the disabled, while maintaining a fair and equitable treatment of all people.
 - The organisation's employment, training and business services are delivered in a non-discriminatory, open and respectful manner to external and internal customers.
 - The organisation's staff is appropriately trained in EEO and Access and Equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs.
 - Client selection for employment and training opportunities is conducted in a manner that includes and reflects the diversity of the client population.
 - The organisation actively encourages the participation of clients from groups traditionally disadvantaged in the labour market and, where possible offers services to those in need of assistance.
 - Discrimination against or harassment of WORKCO Limited's Board members, staff, New Apprentices and labour hire employees will not be tolerated under any circumstances, nor will any Victimisation as a result of a complaint of harassment or discrimination being made.
 - The organisation is accountable for its performance in adhering to the principles of this policy and welcomes feedback as part of its quality improvement system.
 - This EEO policy has the full support and commitment of the Management and Board.

Our Commitment

WORKCO is committed to all EEO principles, and has an Equal Employment Opportunity Committee, made up of staff who are specially trained as EEO Contact Officers, who are available for information and support regarding any issues on Equal Opportunity and Access and Equity. They can also advise on internal and external dispute resolution procedures and avenues.

If discrimination or harassment occur within WORKCO Limited, we encourage these incidents to be reported either to an EEO Contact Officer, or management.

Additional responsibilities of WORKCO Limited Managers and Team Leaders include:

- Model appropriate standards of behaviour
- Intervene promptly and appropriately when they witness inappropriate behaviour
- Take reasonable action to monitor and investigate compliance with policy
- Assist in informal resolution of problems and complaints.

Please help us to help you by giving your support in monitoring and avoiding practices, attitudes and traditions that may contravene our commitment to equal employment opportunities.

EEO Committee

On behalf of the Management and Board of WORKCO Limited

Declaration

I have read the WORKCO Limited EEO Policy, and agree to adhere to the policy in full.

Signed: _____

Name: _____

Date: _____