

# Relationships Australia

NEW SOUTH WALES

## AA/EEO POLICY

Relationships Australia (NSW) is committed to the goal of freedom from discrimination in employment on the grounds of sex, marital status, pregnancy, age, race (defined as colour, nationality, or national or ethnic origin) religious or political affiliations, views or beliefs, sexual orientation or physical or intellectual impairment. Discrimination on any of these grounds will be eliminated from the work environment. This commitment conforms with the Federal Racial Discrimination Act 1975, the NSW Anti Discrimination Act, 1977, the Federal Sex Discrimination Act, 1984 and the Affirmative Action (Equal Employment Opportunity for Women) Act 1986.

Relationships Australia (NSW) will appoint and promote only on the basis of merit. Only criteria related to the ability to do the job will be used in selecting staff. The organisation will ensure the absence of discrimination and promote equality of employment opportunities for women, members of ethnic minorities, and people with physical disabilities. To achieve these objectives, Relationships Australia (NSW) will implement, monitor and review its AA/EEO policies developed for these target groups.

Monitoring of AA/EEO will be the responsibility of the Chief Executive Officer and will be conducted in liaison with AA/EEO officers. AA/EEO officers will be volunteers from the staff with a commitment to AA/EEO principles drawn from each program/region of the agency. AA/EEO officers will deal with AA/EEO enquiries and advise in AA/EEO issues. AA/EEO policy development and review will be conducted by the Personnel Committee of the Executive Board in consultation with AA/EEO officers and the Staff Association.

A knowledge of and commitment to AA/EEO principles will form part of the required qualifications for positions advertised in Relationships Australia (NSW).

These policies are developed in consultation with the staff of Relationships Australia (NSW).

## EEO POLICY AND PROCEDURES IN RELATION TO PROFESSIONAL EDUCATION

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.

## **OUTCOMES**

EEO is designed to achieve these outcomes -

- a diverse and skilled workforce
- improved employment access and participation by minority or disadvantaged groups
- a workplace culture displaying fair workplace practices and behaviours
- Training procedures to ensure EEO standards
- EEO review and evaluation procedures
- a working party convened annually to review all EEO procedures and ensure their ongoing implementation.

## **STAFF**

- Access to training opportunities is given to all staff who meet the required competencies.
- Access to staff development for training purposes is open to all staff based on merit.
- Specific procedures are in place and reviewed to ensure that members of EEO groups have access to training and staff development opportunities are facilitated.
- Flexible and family friendly working arrangements are offered in accordance with the organisation's terms and conditions in the Relationships Australia (NSW) Enterprise Agreement, 2002.
- Grievance handling procedures are accessible to all employees and deal with workplace complaints promptly, confidentially, and fairly.
- Communication processes give employees access to information and allow their views to be heard.
- Management decisions are made without bias.
- No unlawful discrimination or harassment occurs in the workplace.
- Respect for the social and cultural backgrounds of all employees and customers is demonstrated in the workplace.

## **TRAINEES**

- Course promotion, recruitment and selection processes are transparent and based on learners meeting known criteria.
- Special consideration is given to members of EEO groups to facilitate access to training programs (eg. time payment of course fees).
- Courses are offered at a variety of times to facilitate access to programs.
- Complaints procedures are communicated to all trainees and are handled effectively.
- Feedback from trainees is actively encouraged and their views are a valued part of the evaluation process.
- Feedback from trainees is used wherever possible to improve courses and procedures.
- No unlawful discrimination or harassment occurs during training programs.
- Respect for all social and cultural backgrounds is overtly discussed and practiced as part of training modules.