

Equal Employment Opportunity Policy

ORGANISATIONAL STATEMENT

NECA Education & Careers is committed to creating an inclusive workplace which is free from discrimination and harassment.

SCOPE

This policy applies to all staff employed by NECA Education & Careers including sessional, contract and casual staff and apprentices and trainees.

FRAMEWORK

This Policy fits within the NECA Education & Careers' 'Great Place to Work' Framework and aims to increase levels of workforce participation and encouraging innovation due to diverse thinking. The Framework operates with the following principles:

- Leaders value and promote Respect, Equity and Diversity
- Strategic and operational plans incorporate Respect, Equity and Diversity strategies
- Attracting and retaining a diverse workforce
- Improving the capability of our workforce
- Respect and courtesy in the workplace is practiced
- Promoting equity in our recruitment and employment practices; and
- Flexible working conditions are promoted and supported

RELATED DOCUMENTS

The following NECA Education & Careers documents support this policy:

- Great Place to Work Framework
- Work Place Health & Safety Policy
- Code of Conduct
- Grievance Procedures
- Definitions List
- Respect at Work Policy

ROLES and RESPONSIBILITIES

Chief Executive Officer sets the culture and tone of the organisation by:

- Providing leadership on Respect, Equity and Diversity actions;
- Promoting Respect, Equity, Diversity and the NECA Education & Careers' Values and Code of Conduct;
- Adopting and implementing the NECA Education & Careers' Respect at Work Policy;
- Raising awareness and providing training;
- Supporting Managers and Supervisors in managing Respect, Equity and Diversity issues; and
- Supporting and encouraging Managers to balance their work and personal lives.
- Promoting an 'open door' protocol; and
- Actively preventing work bullying by ongoing risk management.

Senior Managers contribute to a positive work culture by:

- Demonstrating personal leadership and commitment to Respect, Equity and Diversity;
- Promoting cultural awareness and the benefits of Respect, Equity and Diversity;
- Demonstrating personal commitment to Respect, Equity and Diversity principles and the NECA Education & Careers' Values and Code of Conduct;
- Actively encouraging staff to contribute their ideas;
- Supporting and encouraging staff to balance their work and personal lives.
- Consistently modelling positive behaviours of respect and courtesy; and
- Actively preventing work bullying.

All staff contribute to a positive culture by:

- Treating all staff, managers and executives with respect;
- Upholding the NECA Education & Careers' Values and Code of Conduct;
- Undertaking work in a way that is fair and inclusive;
- Contributing to a positive work culture; and
- Not tolerating and actively preventing work bullying and discrimination.

LEGISLATION

The following legislation should be considered in conjunction with this policy:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity for Women in the Workplace Act 1999
- Victorian Equal Opportunity Act 2010 (VIC)
- Racial and Religious Tolerance Act 2001(VIC)
- Victorian Charter of Human Rights and Responsibilities
- Anti-Discrimination Act 1998 (TAS)
- Work Health and Safety Act 2011
- Workplace Gender Equality Act 2012
- Occupational Health and safety Act 2004
- Fair Work Act 2009

BREACH OF POLICY

Breaches of this policy are not acceptable by any employee and will be responded to promptly. Serious breaches of this policy may result in dismissal.

COMMUNICATION

This policy is available at necaeducation.com.au and on the internal Intranet documents drive. A copy of this policy is made available to all staff as part of their Employee Induction.

REVIEW

This policy is reviewed periodically as detailed in the Policy Review Schedule.