

Equal Employment Opportunity Policy

Section 1 - Purpose and Scope

(1) The University is committed to respecting and promoting equal opportunity, cultural inclusion, safety and security and an environment which is free from harassment and discrimination.

(2) This Policy provides the framework guiding the University across the principles of equal opportunity in the workplace, in compliance with relevant federal and state legislation and in recognition of the value that a diverse workplace brings to the University.

(3) Scope

- a. The provisions of this policy apply across all areas of the University.

Section 2 - Definitions

(4) Equal Opportunity (EO) means that all people regardless of race; colour; sex; sexual orientation, gender identity or intersex status; pregnancy; age; marital status; physical or mental disability; family or carers' responsibilities; religion; political opinion; national extraction; social origin; and or any other attribute defined in state or federal legislation have the right to be given equal and fair consideration for a position or other position related benefits such as staff training and development.

(5) Equal Employment Opportunity (EEO) aims to redress past disadvantage by improving employment access and participation for EEO groups.

(6) The specific equity groups for employment are:

- a. Women;
- b. Aboriginal and Torres Strait Islander Peoples;
- c. People from non-English speaking backgrounds; and
- d. People with disabilities.

(7) EO Online is the University's online training program on equal opportunity that is available for employees.

Section 3 - Policy Statement

(8) The University is committed to a workplace free from all forms of unlawful discrimination and expects all employees to adhere to its related policies and procedures, including:

- a. [Code of Conduct](#)
- b. [Complaint Policy — Staff](#) (and associated [Procedures](#))
- c. [Harassment, Bullying and Discrimination Prevention Policy](#)
- d. [Personal Relationships Policy](#)

e. [Recruitment and Selection Policy](#)

(9) Each staff member is expected to be aware of equal employment opportunity principles and to ensure that they adhere to them.

(10) Managers and senior staff are:

- a. responsible for ensuring that the principles, practices, programs and training aimed at promoting equal opportunity are implemented across their work-units, including completion of the relevant EO Online modules by their staff; and
- b. required to work co-operatively with work-units (such as the Equity and Diversity Office and HR Services) whose task it is to devise, develop and implement measures to meet Legislative requirements.

Section 4 - Procedures

(11) All employees are required to undertake training in equal employment opportunity, delivered by an online training program, EO Online.

(12) EO Online is available:

- a. to new employees, as part of their Corporate Induction program; and
- b. to all employees, through the Equity and Diversity Office.

(13) The EO Online training program promotes awareness of discrimination and harassment issues and provides an understanding of the legal rights and responsibilities of staff. The program is presented in two modules:

- a. All employees are required to complete module 1.
- b. Employees with supervisory or managerial responsibilities are required to complete modules 1 and 2.

(14) In fulfilling its commitment to Equal Employment Opportunity the University will:

- a. create and promote an environment free of discrimination and harassment;
- b. collect and analyse equal employment information for patterns which impact on equal opportunity;
- c. develop and implement EEO programs to improve access and participation in employment for equity groups;
- d. review policies and practices to ensure equal employment opportunity is adhered to;
- e. set goals, targets and measures for equity groups; and
- f. comply with state and federal legislation on discrimination and equal employment opportunity.

(15) Complaints about breaches of the Policy will be dealt with in accordance with the Complaint Policy — Staff and the associated Procedures.

(16) Complaints may also be made externally to the Australian Human Rights Commission, the NSW Anti-Discrimination Board, the Queensland Anti-Discrimination Commission, or to the federal Fair Work Ombudsman.

Section 5 - Guidelines

(17) Nil.

Status and Details

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Effective Date	17th December 2018
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Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services