



## **POLICY STATEMENT**

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| Effective Date: | October 2009                                 |
| Last Amended:   | September 2009                               |
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| Distributed to: | Board of Management, Staff, Tutors, Students |
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| Initialed by:   | Dianne Lacaze – President, Board             |

### **POLICY No 3. Equal Opportunity**

#### **Background:**

Pines Learning is committed to ensuring that the working environment is free from discrimination and harassment and where all members of staff and students are treated with dignity, courtesy and respect. Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee (or agent) who breaches the policy.

#### **Purpose:**

To provide an environment free of discrimination and harassment. Discrimination and harassment occur when a person is discriminated against or harassed in the workplace and in certain areas of public life because of:

- their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act 1975 and Racial and Religious Tolerance Act 2001 (Vic); or
- their sex, marital status, pregnancy as defined under the Sex Discrimination Act 1984; or
- a disability as defined under the Disability Discrimination Act 1992; or
- their age as defined under the Age Discrimination Act 2004; or
- some additional grounds under the Human Rights and Equal Opportunity Act 1986 and Equal Opportunity Act 1985 (Vic).

#### **Applicability:**

This Policy applies to:

- all staff (full-time, part-time, casual, temporary or permanent), tutors, job candidates, students, volunteers and Board members when involved in Pines Learning activities, including off-site and after hours activities;
- all aspects of employment, employment conditions and benefits (such as training, promotion, work allocation, shifts, leave arrangements);
- the treatment by staff of clients and other members of the public encountered in the course of their duties;
- contractors and sub-contractors to the organisation; and
- the provision of services.

**Policy:**

**Responsible party**

- |     |  |                             |
|-----|--|-----------------------------|
| i   | In all policies, procedures and practices of Pines Learning, there will be no direct or indirect discrimination relating to sex, gender identity, sexual orientation, marital status, parenthood, carer status, pregnancy, age, race, colour, national origin, disability, impairment, physical features, religious or political affiliation, industrial activity, employment activity, or personal association with someone who has, or is assumed to have, any of these characteristics. | <b>All staff and tutors</b> |
| ii  | Pines Learning will ensure all employment practices and procedures are in accordance with both Federal and Victorian Equal Opportunity legislation.  | <b>CM</b>                   |
| iii | The selection of individuals for employment, promotion or advancement, training and staff development will be on the basis of personal merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.   | <b>CM</b>                   |
| iv  | Pines Learning will implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities, and the principles of equity will be communicated to all levels of the organisation and will be integrated into all activities at Pines Learning.   | <b>CM</b>                   |
| v   | Pines Learning will provide an effective procedure for complaints, based on the principles of natural justice and will treat all complaints in a sensitive, fair, timely and confidential manner, guaranteeing protection from any victimisation or reprisals.   | <b>CM</b>                   |
| vi  | The Board of Management will review all new policies, procedures and practices to ensure compliance with Equal Opportunity Legislation.  | <b>Board</b>                |
| vii | It is the responsibility of all staff at Pines Learning to support and encourage conformity with this policy. All employees are encouraged to report behaviour which breaches this policy and to promote appropriate standards of conduct at all times.  | <b>All staff</b>            |