

Policy No. PP0017

# Equal Employment Opportunity Policy

## 1 INFORMATION ABOUT THIS POLICY

### POLICY INFORMATION

<b>Date Adopted by Board</b> 22 June 2017	<b>Resolution No.</b> 17/042
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe</b> 4 Yearly	
<b>Last Review</b> June 2017	<b>Next Scheduled Review</b> June 2021

### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	DD/MM/YYYY	

### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<p><b>Goldenfields Water County Council Enterprise Award 2017 (as amended)</b></p> <p><b>NSW Local Government Act 1993</b></p> <p><b>Equal Employment Opportunity Act 1987</b></p> <p><b>NSW Anti-Discrimination Act 1992</b></p> <p><b>Disability Discrimination Act 1992</b></p> <p><b>Sex Discrimination Act 1984</b></p> <p><b>Racial Discrimination Act 1975</b></p> <p><b>Age Discrimination Act 2004</b></p> <p><b>Australian Human Rights Commission Act 1986</b></p> <p><b>Work Health and Safety Act 2011</b></p>
<b>Related Policies</b>	<p><b>PP013 Work Health and Safety Policy</b></p> <p><b>IP010 Recruitment Policy</b></p>
<b>Related Procedures, Protocols, Statements and Documents</b>	<p><b>EEO Management Plan 2017-2020</b></p>

## 2 TABLE OF CONTENTS

1	INFORMATION ABOUT THIS POLICY .....	2
2	TABLE OF CONTENTS .....	3
3	PURPOSE .....	4
4	SCOPE .....	4
5	DEFINITIONS .....	4
6	OUR COMMITMENT .....	4
7	EEO MANAGEMENT PLAN.....	5
8	RESPONSIBILITIES .....	5
9	FAILURE TO COMPLY.....	5

### 3 PURPOSE

Goldenfields Water has a legislative obligation to ensure the principles of equal employment opportunity and anti-discrimination are promoted and adhered to in the workplace.

This Policy shall:

- demonstrate Goldenfields Water's commitment to the principles of equal employment opportunity and anti-discrimination; and
- ensure Goldenfields Water meets its statutory obligations in relation to equal employment opportunity and anti-discrimination.

### 4 SCOPE

This Policy applies to all workers associated with Goldenfields Water.

### 5 DEFINITIONS

**Bullying** - Is defined as one or more occurrences of treating an individual or group of people less favourably; including behaviour that humiliates, intimidates, offends or degrades a person and creates a physical or psychological risk to health and well-being.

**Equal Employment Opportunity (EEO)** - Is the principle that ensures all staff and potential staff are treated equitably and fairly, regardless of their race, sex, marital or domestic status, gender, age, disability, carers' responsibility or sexual preference.

**Discrimination** - Treating a person or group less favourably or unfairly because they belong to a particular group, or are associated with a particular group of people. Discrimination can be on the grounds of race, sex, marital or domestic status, religion, gender, age, disability, carers/family responsibilities or sexual preference.

**Harassment** - Unwelcomed or unreciprocated behaviour that could make a person feel intimidated, offended, belittled, or apprehensive.

**Sexual Harassment** - Is 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 the other person.

**Worker** - Anyone who carries out assigned duties in any capacity for GWCC, including employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

### 6 OUR COMMITMENT

Goldenfields Water is committed to providing:

- a workplace free from discrimination, harassment and bullying;
- an organisational culture which supports mutual respect and equality in the workplace;
- a workplace which values and supports diversity;

- an inclusive and culturally sensitive work environment; and
- a workplace which values the principles of merit appointment.

## **7 EEO MANAGEMENT PLAN**

Section 345 of the Local Government Act 1993 requires Council to prepare and implement an EEO Management Plan to eliminate and ensure the absence of discrimination on specified grounds and to promote equal opportunity for women, members of racial minorities and persons with disabilities within Goldenfields Water. The Equal Employment Opportunity Management Plan 2017-2021 (currently under construction) is Goldenfields Water's formal commitment to a workplace culture that promotes diversity and inclusiveness, build respect and recognises the true potential of all our employees.

## **8 RESPONSIBILITIES**

All workers of Goldenfields Water have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of their engagement.

Where a worker of Goldenfields Water believes they may have been discriminated against or harassed, they are required to raise the issue with their relevant supervisor.

Supervisors and Managers of Goldenfields Water are obliged to treat all reports of possible discrimination and harassment seriously, confidentially and empathetically. Reports should be referred to the Human Resources Coordinator for investigation. All investigation findings shall be forwarded to the General Manager for final determination.

## **9 FAILURE TO COMPLY**

Failure to comply or breach of this Policy will be dealt with in accordance with the Goldenfields Water Enterprise Award 2017, except where summary dismissal is required.