



Equal Employment Opportunity Diversity Policy

1. Purpose

The organisation is committed to equal employment opportunities (EEO) and diversity where the rights of employee and clients are upheld and everyone is treated with respect, fairness, equality and dignity. By doing so, the organisation will be proactive in minimising incidents of discrimination, harassment and bullying, thus making it a safe and equitable place to work.

2. Scope & Responsibilities

This policy applies to all employees of the organisation.

The Human Resource (HR) Department are responsible for promoting diversity across the organisation.

Managers shall support this policy by:

- Displaying a positive commitment to workplace diversity;
- Using the Performance Feedback System to maximise the diverse qualities of employees in the workplace;
- Encouraging and supporting employees in managing their work/life balance;
- Dealing immediately with inappropriate behaviour in the workplace; and
- Seeking a diverse range of views and encouraging employees to contribute.

Employees have a responsibility for fostering a culture in the workplace where diversity is valued and supported. This can be achieved by:

- Treating each other with courtesy and respect, and by fostering good working relationships;
- Maintaining appropriate standards of ethical behaviour;
- Listening to the views of others without prejudice; and
- Demonstrating a commitment to eliminating all forms of discrimination, harassment and bullying in the workplace.

3. Definitions

Workplace diversity involves valuing the differences of employees in the workplace and developing a culture where diverse backgrounds, skills, talents and views of all employees and those seeking employment with the organisation are recognised, valued and encouraged. Diversity encompasses differences in ethnicity, gender, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience and education.

We believe that the wide range of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

Equal Employment Opportunity (EEO) means that all people regardless of gender, race, colour, age, marital or parental status, carer responsibilities, sexual preference, disability or religious belief have the right to be given fair consideration for a position or other position related benefits such as employee training and development.

4. Policy Statement

- The organisation will strive to foster a supportive and understanding environment in which all employees realise their maximum potential, regardless of their differences.
- The organisation is committed to employing the best person for the job. The diverse capabilities of our talented employees reflect the diverse needs of our clients, thus enabling us to provide high quality products and services.
- Our diversity encompasses differences in ethnicity, gender, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience and education. We believe that the wide range of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.
- Recruitment practices within the organisation are open, competitive and based on merit. Merit is assessed by clearly defined, job-related criteria that ensure the best applicant is selected for the job.
- The organisation rewards excellence and all employees are promoted on the basis of their performance.
- The organisation will continue to remain proactive in eliminating all forms of discrimination, harassment and bullying in the workplace.
- The organisation will continue to encourage employees to identify and maximise use of their life skills and experience in the workplace and will continue to promote the importance of work/life balance.

5. References

AS NZS ISO 9001-2008: Quality Management System Requirements

[Age Discrimination Act 2004](#)

[Australian Human Rights Commission Act 1986](#)

[Disability Discrimination Act 1992](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Equal Opportunity for Women in the Workplace Act 1999](#)