

Policy and Procedure Guide

Subject: Equal Employment Opportunity (EEO)	Date Effective: September 2011 Review Date: By end of September 2012
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Responsible to: General Manager**Applies to:** All Staff**Purpose:** 1. To ensure that all employees and applicants are treated according to their skills, qualifications and abilities.

Definitions:

- Equal Employment Opportunity (EEO) covers a range of activities concerned with identifying and eliminating discriminatory practices. An effective EEO policy will create an environment which encourages and supports the full participation of staff and attract and retain a diverse staff.
- An Equal Employment Opportunities (EEO) programme as a strategy for change is a planned programme that sets out a series of steps and actions to identify and remove any discrimination that may occur in employment and then, through effective monitoring, ensure that no discriminatory practices re-occur.

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POLICY

1. The Association supports the development of an Equal Employment Opportunities Programme, is committed to the goal of freedom from discrimination and recognises the need for an active approach to the achievement of equal opportunities in employment.
2. An EEO programme will be developed and maintained in consultation with employees and will give particular consideration to employees from recognised EEO target groups.

PROCEDURES

1. The Association shall collect information from employees on ethnic group, gender, age, service and disability in order to identify employment patterns, assist in the review of Association human resources policies and practices and to determine appropriate EEO objectives to meet the needs of target groups.
2. Regular review of personnel policies and practices shall be undertaken to ensure the acknowledgment of EEO principles in recruitment and selection, appointment, development and training, promotion and career progression and conditions of service.
3. Association management shall promote workplaces that are free from sexual and racial harassment and will actively encourage the use of non-sexist and non-racist language.
4. A system shall be put in place to monitor the EEO programme and the results will be reported in the Association's Annual Report.