



Inverell Shire Council

Equal Employment Opportunity Policy

What is Equal Employment Opportunity?

Equal Employment Opportunity (EEO) is a right that all employment related activities (from recruitment through to termination) will be fairly conducted to ensure that for each job, training and/or career development opportunity within an organisation, people will be equally considered based on their relevant skills and qualifications. It is the opportunity to compete with others and be fairly considered without being excluded by attitudes, practices, policies or procedures.

EEO is the operation of the principle of recruitment, training, development, promotion and termination by merit.

An EEO program is a set of policy, strategies and procedures which ensure people can be recruited into an organisation based on merit and without bias and can move up and across the organisation without artificial or unfair barriers preventing the progress they should achieve based on their ability and opportunities.

Equal Employment Opportunity Policy Statement

1. Council's recruitment selection, promotion, training and development, conditions of service, separation and general Human Resources Policies and Practices are to incorporate equal opportunity and eliminate discrimination on the grounds of race, marital status, homosexuality, physical impairment, intellectual impairment, and age in relation to compulsory retirement.
2. Staff selection for any job, training or development opportunity is to be based on merit using job related criteria and a fair and unbiased assessment system.
3. Elected Members involved in senior staff selection are to receive training in EEO Principles and Practices.
4. Employees involved in senior staff selection are to receive training in EEO Principles and Practices.
5. Council's EEO Management Plan strategies and actions are to be implemented and reported on by nominated responsible officers.
6. All supervisors are to be responsible for taking action to prevent or remedy harassment.
7. All employees have the right to fair employment assessment and treatment at Council.
8. Job requirements are to be defined so that no irrelevant criteria are applied or considered.

Objective

To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status, homosexuality, physical impairment, intellectual impairment, and age in relation to compulsory retirement.

To ensure Council's workplace is free of harassment.

Authority/Responsibility

Council's Elected Members and Employees.

Definitions:

Discrimination refers to unequal treatment or opportunities.

Unlawful Discrimination refers to discrimination of any of the grounds specified by either New South Wales Local Government Act, 1993 or the New South Wales Anti-Discrimination Act, 1979 and subsequent amendments, or the Commonwealth Sex Discrimination Act, 1984 or Racial Discrimination Act, 1975.

Direct Discrimination is treating someone unfairly or unequally based on person characteristics or characteristics (actual or presumed) of a particular group or category of people to which they belong.

Indirect Discrimination is where the application of a workplace practice, procedure, policy, system, rule or requirement that is the same for everyone has an unequal or disproportionate effect or result on particular groups of people.

Equal Employment Opportunity is based on the merit principle and is a right to fair and unbiased conduct, practices and decision in all employment related activities.

Merit Principles People are to be assessed according to their skills, abilities, qualifications, experience and standard of work performance relevant to the duties of the nominated position or training and development opportunity, disregarding any personal characteristics which are irrelevant to the position or training and development opportunity.

Affirmative Action is taking positive steps to overcome or remedy past disadvantage and prevent future disadvantage. It is a way of gaining equal employment opportunity for target groups.

Procedures

Actions detailed in the EEO Plan are to be implemented to ensure policy and procedure objectives are achieved.

Further information about EEO

For further information about EEO, workplace harassment or related issues, please contact:

- The Equal Employment Opportunity Officer (Personnel Officer); or
- The Human Resource Management Department; or
- Your supervisor.