

**POL 0017****Equal Opportunity Employment Policy**

Responsibilities and Delegations	
The Policy Applies To	Committee of Management Administration Staff Support Workers Program Managers, Program Developer, Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Administration Staff Support Workers Program Managers, Program Developer, Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 2, Provider Governance and Operation Management – Human Resource Management
Legislation	National Disability Insurance Scheme Act 2013 Equal Opportunity Act 2010 Australian Human Rights Commission Act 1986 The Multicultural Victoria Act 2011 Charter of Human Rights and Responsibilities Act 2006 Racial and Religious Tolerance Act 2001 Anti Discrimination Act 1991 Racial Discrimination Act 1975 Sex Discrimination Act 194 Age Discrimination Act 2004
Contractual Obligations	NDIS Terms of Business Aurora Support Services Individual Participant Agreements Continuity of Support Program Funding Agreement Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none"> • Employment Conditions Policy • Staff Replacement Policy • Worker Screening Policy • Work Dress Policy • Workplace Behaviour Bullying and Harassment Policy • Valued Status Policy • Training and Development Policy • Time in Lieu Policy • Salary Packaging Policy • Mobile Phones and Tablets Policy • Long Service Leave Policy • Employee Recruitment and Selection Policy • Employee Professional Standards Policy

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Equal Opportunity Employment Policy

	<ul style="list-style-type: none">• Communication Policy• Code of Conduct Policy• Compliments and Complaints Management Policy
Organisational Related Forms / Documents	<ul style="list-style-type: none">• Induction Schedule – Staff, Volunteers and Students

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**POL 0017****Equal Opportunity Employment Policy****Purpose**

Aurora Support Services is committed to ensuring prospective and current staff are not discriminated against on the grounds of disability, ethnicity, sexual orientation, gender identity, intersex status, marital or relationship status, age, religious belief or political affiliations and that equal opportunity principles are enshrined in all staff recruitment, selection and promotion practices.

Procedures

The following procedures are to be implemented to ensure Aurora Support Services meets its policy objective of operating a discrimination free workplace that promotes equal opportunity principles.

Aurora Support Services will:

1. Maintain a current written policy on equal opportunity that covers all staff recruitment, selection and promotion activities.
2. Ensure all staff are aware of the existence of the Equal Opportunity Employment Policy and have access to a written copy of the policy.
3. Ensure offices owned or leased by the organisation are physically accessible.
4. Recruit new employees on merit and on a fair and open basis.
5. Undertake any reasonable workplace modifications or provide any necessary equipment if / when employing people with disabilities.
6. Provide specialist on-site training and support where required.
7. Promptly investigate, remedy and document any employee grievance regarding equal opportunity employment.

Continuous Improvement

The Staffing Director is responsible for reviewing and updating this policy on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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