

Policy

EQUAL OPPORTUNITY EMPLOYMENT

1. Purpose and Scope

The purpose of this policy is to specify procedures and performance standards to ensure that staff selection and promotion practices within Aurora Support Services are based solely on merit and are not negatively influenced by factors such as disability, ethnicity, gender, age, religious belief or political affiliations.

The policy has been framed around equal opportunity principles as they are specified in the Equal Opportunity Act (1984), Disability Discrimination Act (1992), Sex Discrimination Act (1984), Racial Discrimination Act (1984), Human Rights and Equal Opportunity Commission Act (1986) and the National Standards for Disability Services Standards (2013).

2. Policy Statement

Aurora Support Services is committed to ensuring that 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.

3. 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:

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

5. Review of Policy

This policy will be reviewed 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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