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## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### ***INTENT***

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To provide an environment within Council where employees are treated fairly and respectfully, and are free from unlawful discrimination and harassment, and that people who are members of an EEO target group are able to compete for employment and promotion as effectively as people who are not.

### ***SCOPE***

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This policy applies to all staff, elected Council members, contractors and volunteer workers.

### ***DEFINITIONS***

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TERM	DEFINITION
EEO	Equal Employment Opportunity
EEO Target Group	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people</li> <li>• People who have migrated to Australia and whose first language is a language other than English, and the children of those people</li> <li>• People who have, or have had a disability</li> <li>• women</li> </ul>

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## **POLICY STATEMENT**

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Council is committed to ensuring a workplace free of discrimination and harassment, and that people who are members of an EEO target group are able to compete for employment and promotion as effectively as people who are not. Based on Equality of Employment Opportunity (EEO) this will enhance the capacity of Council to achieve its objectives by –

- a) Improving organisational efficiency and productivity through the selection and employment of staff on merit based principles; and
- b) Fulfilling the social justice obligations of equity and fairness; and
- c) Increasing the effectiveness of service delivery and decision-making by adopting an employee profile that reflects the community profile.

Discrimination in employment occurs when a person is treated less favourably in their employment because of a ground of discrimination. It also occurs when a fellow worker or workplace attendee harasses another person on a ground of discrimination. These grounds of discrimination include:

- sex
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of these attributes.
- Identification with any of the EEO target groups

Council recognises that EEO principles and control measures benefit Council as a whole by creating an environment where employees are treated with dignity and respect, and the talents and skills of all employees are valued.

The following principles of equity will be integrated into Council policies and procedures:

- Fair access to Council services and programs to employees;

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- Fair access to educational and employment opportunities at Council;
- Promotion of a work environment that is socially inclusive, values diversity and allows employees to realise their full potential without fear of discrimination or harassment; and
- Protection of employee human rights.

Managers and Supervisors must ensure that employees are treated equitably and in accordance with the EEO principles through the following control measures:

- Ensure the development and implementation of an effective and current EEO policy;
- Imbed EEO principles into processes undertaken by Council (e.g. recruitment) and promote EEO principles in all Council activity;
- Ensure an effective Grievance Procedure is maintained that outlines procedures for reporting, investigating, and resolving breaches of this policy; and
- Provide training and education about EEO to increase awareness.

As required, Council's Human Resources function will report to the Queensland Government on the following prescribed target groups:

- Aboriginal and Torres Strait Islander people;
- people who have migrated to Australia and whose first language is a language other than English, and the children of those people;
- people who have or have had a disability; and
- women.

## **KEY RESPONSIBILITIES**

<b>RESPONSIBLE OFFICER</b>	<b>RESPONSIBILITY</b>
<b>CEO and Executive Leadership Team</b>	To ensure all staff are aware of and committed to Council's Equal Employment Opportunity ideals and principles.
<b>Human Resources</b>	To capture EEO target group and other workforce statistics for reporting as required.
<b>All Staff</b>	To create a work environment that is free from anti-discrimination and to treat fellow workers with dignity and respect.

## **REFERENCES, LEGISLATION AND GUIDELINES**

Anti-Discrimination Act 1991

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Local Government Act 2009  
Local Government Regulation 2012  
Public Sector Ethics Act 1994

## ***RELATED DOCUMENTS***

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Code of Conduct for Employees

## ***IMPLEMENTATION/COMMUNICATION***

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This policy will be published on Council’s website following adoption. Managers and Supervisors will promote the EEO principles through team meetings etc.

## ***APPROVED BY***

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Council resolution

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## REVIEW

<b>SPONSOR:</b>	Directors Organisational Business Services
<b>OFFICER RESPONSIBLE FOR REVIEW:</b>	Manager Human Resources
<b>ADOPTION DATE:</b>	19 February 2020
<b>REVIEW DATE:</b>	February 2023

***THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL***

## AMENDMENT HISTORY

VERSION	AMENDMENT DETAILS	AMENDMENT DATE	APPROVAL

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