



EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND DIVERSITY POLICY

POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM)
Council	22 July 2019	153/19	D595094
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
Human Resources Coordinator	Executive Manager Organisational Performance	5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery	July 2021
PURPOSE	The purpose of this policy is to ensure that Council has a workplace which provides equality of opportunity and makes employment decisions which are free from unlawful discrimination. Everyone regardless of gender, race, ethnicity, age, marital or parental status, sexual preference, disability or cultural background and beliefs, among other attributes, have the right to be given fair consideration for employment or employee related benefits.		
SCOPE	This policy applies to all workers (a worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor and contractor) and potential applicants for employment at Council.		
DEFINITIONS	<p>Equal Employment Opportunity refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits on their merits without reference to irrelevant characteristics.</p> <p>Diversity is about inclusiveness. It means understanding that each individual is unique and recognising their individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs or political beliefs. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, personality and marital status.</p>		
POLICY	<p>1. Policy Statement</p> <p>1.1. The EEO and Diversity Policy is a commitment by the Council to create a workplace that is fair and inclusive and to build a workforce which reflects the diversity of the Devonport community.</p> <p>1.2. Council recognises that in order to be successful, it must attract and retain a variety of people with diverse skills, experience or backgrounds. Council's commitment and awareness of diversity is reflected in its values, policies and practices.</p> <p>1.3. Council acknowledges and is committed to fostering good internal and external relationships by ensuring that the diversity and equal employment opportunity that exists among the</p>		

workforce, clients and the community is safeguarded and acknowledged.

1.4. The principles of EEO and underpinning legislation will ensure that people are selected for positions on merit, as well as being provided with equitable access to employment, professional development and workplace participation.

1.5. The EEO and Diversity Policy provides a framework for Council to achieve:

- A skilled workforce that reflects the diversity of the Devonport community and leads to continuous improvement in service delivery.
- A work environment that values and utilises the contributions of workers with diverse skills, backgrounds and experiences through improved awareness of the benefits of workforce diversity and successful management of diversity.
- Awareness for all workers of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.
- Its core organisational values of continuous improvement and innovation; customer satisfaction; leadership; results and accountability.

2. Procedure

2.1. Roles and Responsibilities:

Council is committed to achieving fair and equitable practices in all areas of employment including:

- Recruitment, selection and promotion practices which are open, competitive and based on merit;
- Access for workers for training and development;
- Grievance handling procedures that are accessible and deal with workplace complaints promptly, fairly and confidentially;
- Communication processes which give workers access to information and allow their view to be heard; and
- Management decisions which are fair and reasonable.

Council is also committed to ensuring that:

- Workplace policies and practices are fair and equitable;
- All workers are valued and respected and have opportunities to achieve their full potential;
- The workforce reflects the diversity of the community; and
- The EEO and Diversity Policy and Procedures are communicated to all workers as appropriate.

Managers and Supervisors are responsible for creating a working environment where:

- EEO principles and underpinning legislation are applied in the workplace;
- There is acceptance of difference, ensuring all workers are treated fairly, with respect and dignity;
- Ensuring all decisions relating to appointment, promotion and career development are made without regard to any

	<p>matters other than the individual's inherent ability to carry out the job;</p> <ul style="list-style-type: none"> • Reasonable accommodations are considered and provided where necessary; and • Inappropriate attitudes or behaviours are confronted; Council will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes. The Disciplinary Procedure outlines the process for managing inappropriate behaviour. <p>Employees are responsible for:</p> <ul style="list-style-type: none"> • Behaving in a manner which is consistent with the Council's Values and Staff Code of Conduct at all times; • Complying with the terms of this EEO and Diversity Policy; • Respecting individual differences and contributions to a workplace that are fair and equitable; and • Promptly informing their manager if there has been a potential breach of the EEO and Diversity Policy (workers are encouraged to address the matter at the local level before it escalates and/or report the matter to the appropriate person). 			
LEGISLATION AND RELATED DOCUMENTS	<p><i>Fair Work Act 2009 (Commonwealth)</i> <i>Anti-Discrimination Act 1998 (Tasmania)</i> <i>Sex Discrimination Act 1984 (Commonwealth)</i> <i>Racial Discrimination Act 1975 (Commonwealth)</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i> <i>Disability Discrimination Act 1992 (Commonwealth)</i> Harassment, Bullying & Anti-Discrimination Policy Staff Code of Conduct Policy Enterprise Agreement 2017 Health & Safety Policy Strategic Plan 2009-2030 Recruitment and Selection Policy Harassment, Bullying and Anti-Discrimination Policy</p>			
ATTACHMENTS (IF APPLICABLE)	N/A			
TRAINING REQUIREMENTS (IF APPLICABLE)	Is training required as result of this Policy		YES	NO
	Training required by:	Councillors	Staff	Department