## Equal Opportunity, Discrimination and Harassment Policy

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| **Related documents***Equal Opportunity Act 1984 (WA)**National Standards for Volunteer Involvement* |

ABCD values diversity and is committed to equal opportunity employment (EEO) and providing a workplace that is free from discrimination and harassment.

The key objectives of this policy are to ensure that all employees and volunteers are:

* treated as individuals without regard to any factor not related to their competency and ability to perform their duties
* not discriminated against, excluded, harassed, bullied or victimised through unlawful actions, stereotypes or unconscious bias.

ABCD will not discriminate, directly or indirectly, against any employee, volunteer or applicant because of their:

* age
* sex
* gender (including transgender)
* pregnancy
* disability (includes past, present or possible future disability)
* race, colour, ethnic or ethno-religious background, descent or nationality
* marital status
* carer’s responsibilities
* sexual preference.

Where a position requires an employee or volunteer with a particular characteristic such as race, sex or age, ABCD must be able to justify why the employee or volunteer requires this characteristic as a genuine occupational qualificationin order to do the job. In such circumstances the Manager may deem the position to be an allowable exception under the *Equal Opportunity Act 1984*.

### Equal employment opportunity principles

The principles underpinning EEO include:

* Recruitment, selection and promotion practices will be open and based on merit.
* Access to training and development will be available equally and fairly to all employees.
* Flexible working arrangements will seek to meet the needs of all employees and create a productive workplace.
* Grievance handling procedures will be accessible to all employees and deal with workplace complaints promptly, confidentially and fairly.
* Management decisions will be made without bias.
* Unlawful discrimination or harassment in the workplace is prohibited.

### Rights and responsibilities

All ABCD employees and volunteers have the right to a workplace that is free from unlawful discrimination and harassment and fair processes to deal with work-related complaints and grievances.

Employees and volunteers have a responsibility to:

* respect cultural and social differences among colleagues and customers
* act to prevent harassment, discrimination and bullying against others in the workplace
* treat people fairly, including not unlawfully discriminating against, harassing or bullying.

### Workplace discrimination and harassment

Discrimination and harassment is viewed as gross misconduct. Employees and volunteers should report incidents of discrimination and harassment to the Manager, who will deal with the matter in line with ABCD performance management policy and procedures.

### Union membership

Employees are free to pursue membership of any relevant union and seek union representation during contract negotiations, pay disputes, disciplinary action and on other matters of employment related grievance.

An employee who is appointed or elected to the position of union representative shall be recognised as such by ABCD and permitted to attend union meetings and/ or tribunal hearings without loss of pay during working hours.

Any union training is to be done voluntarily, without remuneration from ABCD.