



1.11 Equal Opportunity Policy

Policy Statement

The Shire of Mingenew promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The Shire of Mingenew is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees by ensuring:

- Our workplace is accountable and free from harassment;
- Our workplace is free from unlawful discrimination;
- Fair practice in the workplace;
- Management decisions are made without bias;
- Recognition of and respect for the social and cultural backgrounds of all staff, Elected Members and customers;
- Flexibility and support is provided for attracting and retaining employees from all diversity groups, including (but not limited to) those with disabilities;
- Improving productivity by ensuring;
- The best person is recruited and/or promoted;
- Skilled staff are retained;
- Training and development are linked to the employee's and the Shire's needs;
- Striving to ensure fair outcomes in areas of employment, including:
 - Recruitment and selection
 - Training and development
 - Promotion and transfer
 - Supervision and management of employees



- Access to information
- Conditions of employment
- Access to Employee Assistance Program.

What the Law States

The law attempts to ensure equal employment opportunity in the following ways:

- prohibiting individual acts of discrimination on the basis of irrelevant characteristics by eliminating existing discrimination. and,
- requiring employers to take affirmative action to overcome the effects of past discrimination against women and minority groups. This is required under the *Equal Opportunity for Women in the Workplace Act 1999*.

Roles and Responsibilities

It is the responsibility of all employees to report any kind of harassment or discrimination to their manager/supervisor in accordance with the Shire's Discrimination, Harassment and Bullying Policy.

All parties involved are to act professionally, maintain confidentiality and respect the privacy of employees who report harassment or discrimination.

Employers/Managers/Supervisors

Legal responsibility rests with the Shire to take all reasonable steps to promote and protect a non-discriminatory and harassment free work environment for all current and prospective employees. The Shire's management and supervisors must therefore make it a part of their duties to ensure that all staff in their care are treated within EEO guidelines.

Employees

Whilst it is the responsibility of management and supervisors to ensure proper standards of conduct are maintained at all times in the workplace, the Shire is of the view that these standards cannot be successfully achieved unless employees at all levels cooperate by refusing to condone or participate in behaviour which may harass other employees.



Equal Opportunity in the Workplace

The Shire aims to ensure that minority groups in our organisation are given freedom and equality in the workplace. This involves:

- taking steps to identify and overcome discrimination; and
- reviewing our human resources policies and practices to ensure that they provide adequate support for the career progression of women, people with a disability and minority groups.

All staff are expected as a condition of employment, to conduct themselves in a manner so as to avoid any conduct or statement which could be misconstrued. Please refer to the Shire of Mingenew's Code of Conduct for further information.

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Next Review Due	This policy should be reviewed every 12 months (annually), or more often where circumstances require.