

 <p><u>Aged & Community Services Association of NSW & ACT</u></p> <p>Equal Employment Opportunity</p>		<p>HR08</p> <p>Date: 27/3/02</p>
<p>Section(s) Revised: Approved</p>		<p>Page: 1 of 2</p>
<p>Authorised By: Chief Executive Officer</p>	<p>Issued To: ACS Staff</p>	

Overview

ACS seeks to promote excellence in its operations through the selection and development of all staff. Fundamental to this aim is the implementation of systems and processes to ensure that a transparent and merit based approach to employment, career development and training is enacted. ACS values diversity in its staff members, reflecting the diversity of its membership.

Policy

ACS will implement transparent systems and processes that provide employment, career development and training opportunities based on merit, regardless of gender, religion, sexual orientation, age, race, ethnic origin or disability and consistent with the requirements of current legislation (*Workplace Relations Act 1997, Industrial Relations Act 1997*).

Definitions

Equal Employment Opportunity (EEO)

EEO refers to an employment situation in which each individual has access to employment and its benefits.

Unlawful Discrimination

Unlawful discrimination means treating a person less or more favourably because of a personal attribute they have which is covered by equal opportunity laws. Under New South Wales and Federal legislation, discrimination based on the following attributes is unlawful:

- Gender
- Race, ethnicity, or religion
- Family responsibilities
- Disability
- Age
- Pregnancy
- Marital status
- Sexual preference
- HIV/AIDS status.

Harassment

Unlawful harassment is any behaviour which is unwelcome, humiliates, or intimidates, and which unduly affects the person's ability to perform their duties within an environment which is secure and free of fear.

Procedure

ACS will reflect its commitment to EEO in the following policies and procedures:

- Recruitment & Selection
- Orientation to ACS
- Staff Development
- Grievance



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- Code of Conduct
- Performance Management
- Discipline and Termination.

ACS will take positive action to assist individuals to maximise their opportunities through access to special training and assistance programs.

Regardless of such programs, all decisions about employment, promotions, salary and other benefits will remain based on merit.