



STATEWIDE GROUP TRAINING (SA) INC

EQUAL OPPORTUNITY POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to providing a safe, flexible and respectful environment for employees and clients free from all forms of discrimination, bullying, sexual harassment, racial and religious vilification. SGT promotes a culture of respect, tolerance and diversity and the right of employees to reach their full potential in the workplace and is also responsible for ensuring that all employees are aware of their rights and obligations as outlined in this Equal Opportunity Policy.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- How SGT provides services to clients and how it interacts with other members of the public.
- All aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport.
- On site, off site or after-hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

POLICY:

Statewide Group Training (SA) Inc is committed to Equal Employment Opportunity

SGT actively promotes equal employment opportunity by ensuring all its employment policies are fair, all employees receive equal treatment, are employed on the basis of merit, and all employees are entitled to work in an environment free of harassment and victimisation.

Management and all employees are responsible and accountable for ensuring that the provisions of this Equal Opportunity Policy are understood and adhered to and that the principles of equal opportunity are upheld in the decision-making process, the performance of their respective duties and whilst acting as a representative of SGT.

All persons will be afforded opportunities for employment, promotion, training, transfer or benefit based on merit, meaning that assessment is made with regard to the abilities, knowledge, aptitude, experience and relevant qualifications of each individual in relation to the requirements of the particular position. The ultimate aim is to have the 'best person for the job' in every position.

The following behaviours are unacceptable in SGT and may be against the law. Employees found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination, bullying, sexual harassment, racial and religious vilification are covered by



STATEWIDE GROUP TRAINING (SA) INC

EQUAL OPPORTUNITY POLICY

Federal Legislation

- Fair Work Act 2009.
- Racial Discrimination Act 1975.
- Sex Discrimination Act 1984.
- Disability Discrimination Act 1992.
- Australian Human Rights Commission Act 1986.
- Age Discrimination Act 2004.
- Equal Opportunity for Women in the Workplace Act 1999.
- Workplace Gender Equality Act 2012.

State Legislation

- Equal Opportunity Act 1984.
- Racial Vilification Act 1996.

Discrimination in employment means treating, or proposing to treat a person less favourably than others because of a personal characteristic protected by the law, such as gender, age, race, disability, sexual persuasion, religious beliefs.

Discrimination can occur:

Directly, when a person or a group is treated unfavourably because of a personal characteristic protected by law.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have the effect of disadvantaging people with a personal characteristic protected by law

Sexual Harassment refers to any unwanted, unwelcome, and uninvited behaviour of a sexual nature that results in a person feeling humiliated, intimidated, afraid or offended, and under the circumstances, it would be reasonable for them to feel that way. The perception by an employee that they have been sexually harassed is sufficient for them to lodge a complaint. It is how the behaviour is perceived, not how it is intended.

Sexual harassment can be:

- Unwelcome touching or kissing.
- Comments or jokes, leering or staring.
- Sexual pictures, objects, emails, text messages, screensavers, wallpapers, posters, clothing and/or literature of any kind.
- Direct or implied propositions, or requests for dates; and
- Questions about sexual activity.

Mutual attraction or friendship with consent is not sexual harassment.

These matters are covered more comprehensively in SGT's Sexual Harassment Policy.



STATEWIDE GROUP TRAINING (SA) INC

EQUAL OPPORTUNITY POLICY

Victimisation is unfairly treating people for complaining or helping other to complain, either within the organisation or to the relevant statutory authority. Unlawful victimisation is unfair treatment for complaints about discrimination or sexual harassment.

Bullying is behaviour that includes the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades, or humiliates an employee.

These matters are covered more comprehensively in SGT's Workplace Harassment and Bullying Policy.

SGT will not tolerate any form of harassment, discrimination and/or victimisation based on any ground, including, but not limited to, the following:

- Sex.
- Chosen gender.
- Sexuality.
- Race, colour, nationality, descent and ethnic, ethno-religious or national extraction.
- Physical or intellectual disability.
- Family or carer's responsibilities.
- Age.
- Religion.
- Political opinion.
- Trade union membership or non-membership.
- Trade union or employee representative activity.
- Criminal record.
- Medical record.
- Spouse or partner's identity.
- Pregnancy or potential pregnancy; or
- Marital or partnership status.

Whilst workplace harassment based on other factors is not specifically rendered unlawful by equal employment opportunity laws in South Australia, work, health and safety laws require SGT to do all that is reasonably practicable to ensure that employees are safe from injury and risks to health at work. Accordingly, SGT acknowledges its responsibility to provide a harassment-free workplace.

To ensure that this Equal Opportunity Policy is adhered to properly, SGT has appointed a senior manager who will be responsible for the education and training of all staff on equal opportunity issues, and in assisting management implement this Equal Opportunity Policy.

If any employee feels that they have been discriminated against or harassed, they may make a complaint by following either the Equal Opportunity procedure or other appropriate company procedure, according to their preference.

Management will ensure that all complaints of discrimination or harassment will be investigated quickly and fairly and treated with complete confidentiality. Any employee found guilty of perpetrating or condoning discrimination, victimisation or harassment will be disciplined, or in serious cases, have their employment contract terminated.

SGT has the right to control, direct and monitor work performance and the right to give legitimate comment on performance or work-related behaviour.

Other relevant SGT policies:



STATEWIDE GROUP TRAINING (SA) INC

EQUAL OPPORTUNITY POLICY

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

- Code of Conduct Policy
 - Crisis Care Policy
 - Efficiency and Discipline Policy
 - Sexual Harassment Policy
 - Social Media Policy
 - Workplace Harassment and Bullying Policy
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Reference:

Federal Legislation

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- Equal Opportunity Act 1984
 - Racial Vilification Act 1996
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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
