

## EQUAL EMPLOYMENT OPPURTUNITY

### 1. Objective

To recognise Town of Cottesloe's legal obligations under the *Equal Opportunity Act 1984* and under the *Fair Work Act 2009*.

### 2. Principles

Equal employment opportunity principles apply equally to Councillors and employees.

The principles of equal employment opportunity are:

- Promotion of equal employment opportunity based solely on merit to ensure that discrimination does not occur.
- Provision of training that is consistent with equal opportunity principles.
- Ensuring that all promotional policies and opportunities are directed towards providing equal opportunity to all employees.
- Ensuring that all offers of employment are directed to providing equal opportunity.
- Refusal to tolerate harassment within the workplace.
- Provision of an enjoyable, challenging, involving, harmonious work environment for all employees where each employee has an opportunity to progress to the extent of their ability.

### 3. Issues

Town of Cottesloe has an ongoing commitment to raise awareness for the need and desirability of Equal Employment Opportunity practices and to ensure compliance with the requirements of the *Equal Opportunity Act 1984*.

To ensure that equal employment opportunity practices are implemented, there is a need to establish a management plan which will include provision for:

- an action plan
- establishment and periodic review of consultative committee
- appointment of grievance officers
- establishment of performance indicators
- appropriate training programmes
- review and monitoring of personnel practices and policies
- provision for periodic review of management plan
- periodic review of the Equal Employment Opportunity policy
- periodic review of all policies.

### 4. Policy

- a. The Town of Cottesloe recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote amongst councillors and employees equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, impairment or disability, religious or

- political convictions, age, family status and responsibility, sexual and racial harassment, gender history, sexual orientation, or spent conviction.
- b. All employment training with the Town of Cottesloe will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
  - c. All promotional policies and opportunities with the Town of Cottesloe will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
  - d. All offers of employment within the Town of Cottesloe will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
  - e. The Town of Cottesloe is fully committed to *Equal Opportunity Act 1984* and therefore will not tolerate harassment within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person’s race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment). Harassment, (whether sexual or otherwise) can be perpetrated in many forms and this may include, but is not exclusive to:
    - i. Physical intimidation, touching, mocking or gesturing.
    - ii. Threats both verbal and physical made in order to secure some behavioural co-operation or state of compliance by the harassed person.
    - iii. The inappropriate use of information technology including telephones and computers and in particular the use of e-mail or the internet to subject a person to sensory imagery that is not solicited by them and is unwelcome to them.
    - iv. The public display of posters, photographs, screen savers and other art mediums when the item displayed or shown could be considered improper or offensive by any person or staff member employed by the Town of Cottesloe.
  - f. The equal employment opportunity goals of the Town of Cottesloe are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. All employees of the Town of Cottesloe must understand that if they knowingly contravene the *Equal Opportunity Act 1984* or this policy, then they will face disciplinary action.
  - g. The Town of Cottesloe will establish and implement an Equal Employment Opportunity Management Plan which will include an action plan for achieving the objectives of this policy and will provide adequate resources for implementing the Equal Employment Opportunity Management Plan.
  - h. The Equal Employment Opportunity Management Plan will be reviewed at least once every three years.

Adopted	27 February 2012
Expected date of review	