



pathways  
southwest

Towards better mental health

**Patron**

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# Equal Opportunity (EO) Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## Equal Opportunity (EO)

### Policy & Procedure

#### Policy

Pathways SouthWest Inc is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Consistent with this, Pathways SouthWest does not condone and regards as inappropriate, all forms of unlawful discrimination or vilification including that which relates to:

- sex;
- sexual harassment;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race;
- social origin;
- ethnicity;
- religion;
- nationality;
- age;
- family circumstances;
- sexual orientation;
- HIV/AIDS;
- political belief or activity;
- physical features;
- employer association activity;
- trade union activity;
- breastfeeding;
- profession, trade, occupation or calling;
- medical record;
- criminal record.

In all cases performance and competence are to be used as the basis for recruitment, performance assessment, training and development opportunities and promotions.

This policy is to be used in conjunction with the, Sexual Harassment and Equal Opportunity Act 1984 (WA) and the Australian Human Rights Commission Act 1986 .

### Definitions

*Discrimination* is treating or proposing to treat, someone unfavourably because of a personal characteristic protected by law.

*Equal Opportunity* is ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issues without regard to any factor not related to their competency and ability to perform their duties.

*Victimisation* means subjecting, or threatening to subject someone, to something detrimental because they have :

- asserted their rights, or supported someone else's rights, under discrimination or equal opportunity law
- made a complaint
- helped someone else to make a complaint
- refused to do something because it would be discrimination, sexual harassment or victimisation.

### Procedure

It is the responsibility of the **Chief Executive Officer** to ensure that:

- all Managers, supervisors and staff are aware of their obligations, responsibilities and rights in relation to Equal Opportunity;
- any matter which does not comply with the principles of equal opportunity is identified and addressed as promptly and sensitively as possible;
- on-going support and guidance is provided to all employees in relation to Equal Opportunity principles and practice.

It is the responsibility of **Management** to ensure that:

- they understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- all decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's inherent ability to carry out the job;
- they provide an environment which encourages EO and set an example by their own behaviour;
- all staff are aware of the EO policy.

It is the responsibility of all **Employees, Contractors and Volunteers** to ensure that:

- they treat all colleagues and service users with respect and professionalism without regard to non-relevant criteria or distinctions.

Employees who believe they are being treated unfairly as a result of discrimination should notify their manager or the Chief Executive Officer, or contact the Fair Work Commission.

**Related Documents**

Sexual Harassment Policy and Procedure  
Access and Equity Policy and Procedure  
Staff Code of Conduct Policy and Procedure  
Staff Disciplinary and Termination Policy and Procedure  
Equal Opportunity Act 1984 (WA)  
Fair Work Act 2009 (Cwlth)  
Australian Human Rights Commission Act 1986

Website: <http://www.eoc.wa.gov.au>