

Purpose

Engage is committed to creating a work environment which is free from discrimination and believe in the fair and equitable treatment of all employees (including candidates), contractors, subcontractors and the general public.

This information is aimed at ensuring employees understand Engage's commitment to creating Equal Employment Opportunities and preventing discrimination in the workplace.

Statement

All employees, contractors and subcontractors must comply with this policy. It applies to employees in all their work-related interactions with each other, and with candidates as well as the general public. This policy applies during work hours, at work related functions and while travelling on work related business.

Engage will not tolerate any form of discrimination and such behaviour may lead to termination of employment.

Discrimination and Equal Employment Opportunity (EEO)

Engage are bound by the following relevant State and Commonwealth Acts:

- Australian Capital Territory – Discrimination Act 1991, Human Rights Act 2004 and Human Rights Commission Act 2005
- New South Wales – Anti-Discrimination Act 1977 (NSW)
- Northern Territory – Anti-Discrimination Act
- Queensland – Anti-Discrimination Act 1991
- South Australia – Equal Opportunity Act 1984
- Tasmania – Anti-Discrimination Act 1998
- Victoria – Equal Opportunity Act 1995 and Racial and Religious Tolerance Act 2001
- Western Australia – Equal Opportunity Act 1984
- Commonwealth – Age Discrimination Act 2004, Disability Discrimination Act 1992, Australian Human Rights Commission Act 1986, Sex Discrimination Act 1984 and Racial Discrimination Act 1975

Engage is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated on their merits and valued accordingly to how well they perform their duties.

Engage believes that all employees should be able to work in an environment free from discrimination, victimisations, harassment, vilification and the seeking of unnecessary information on which discrimination might be based. These behaviours are considered unacceptable and will not be tolerated.

Discrimination on the following grounds is against the law:

- race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- age (whether young or older);
- impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- religious belief or activity;
- sex or gender identity;
- relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- sexuality;
- pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
- family responsibilities (including the responsibility to care for and support a dependant child or immediate family member);
- lawful sexual activity as a sex worker;
- trade union activity;
- political belief or activity;
- association with someone else who is identified because of one of the above attributes.

Direct discrimination occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the attributes listed above. Direct discrimination may involve:

- Making offensive 'jokes' about another worker's racial or ethnic background, sex, sexuality, age or impairment;
- Expressing negative stereotypes about particular groups or using stereotypes as a basis for decisions about work e.g. 'Women with young children shouldn't work.' or 'Older workers can't learn new skills.'
- Using selection processes based on irrelevant attributes such as age, race or impairment rather than on skills really needed for the job.

Indirect discrimination occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute listed above. The fact that the disadvantage was not intended is not an excuse. For example:

- Requiring everyone to be available for all shifts might be unfair to a person with responsibilities to care for children or an elderly parent.
- Not considering the provision of some reasonable adjustments would disadvantage a person with an impairment, who may be able to perform the essential parts of the job in a different way.

Responsibility of Employees, Contractors and Subcontractors

All employees, contractors and subcontractors contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture.

Managers have a particular obligation to model appropriate behaviour, promote this policy, treat all complaints seriously and attend to them promptly, monitor the work environment and seek expert help for complex or serious matters.

All employees, contractors and subcontractors have the responsibility to comply with this policy, report incidents to their Managers and not participate in discriminatory behaviour.

What to do if you are discriminated against or witness discrimination in the workplace?

If you feel you are being discriminated against in the workplace or have witnessed discrimination in the workplace, please notify your Manager at Engage. Your complaint will be treated seriously and confidentially and you will not suffer any victimisation by Engage for making the complaint.

Where appropriate, an investigation will be undertaken and disciplinary measure will be taken as necessary.

Breaches of the EEO and Anti-Discrimination Policy

Disciplinary action will be taken by Engage against any employee, contractor or subcontract found to have breached this policy. Action will be appropriate to the breach and may include, but are not limited to:

- Demotion
- Provide a formal apology
- Termination
- Transfer to another location/department
- Counselling
- Formal warning
- Or, a combination of any of the above

Professional Counselling

Counselling from an independent professional will be offered to the relevant employee, contractor or sub-contractor of Engage when it is deemed appropriate by the Managing Director. This service will be kept confidential.



Equal Employment Opportunity and Anti-Discrimination Policy

Approved by: Jordan Wilson

Director

Date: 14.07.2016

DECLARATION:

I, _____
[Employee name]

have read and understood Engage's Equal Employment Opportunity and Anti-Discrimination Policy and during the course of my employment with Engage will abide by the conditions outlined in this policy.

[Signature of employee]

_____/_____/_____
[Date]