



EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

Date approved:	Dec 2018	Date Policy will take effect:	Immediately	Date of Next Review:	Dec 2020
Approved by:	Kelly Stehr, Head of People and Culture				
Signature:					
Custodian title & e-mail address:	Kelly Stehr, Head of People and Culture, kstehr@uow.edu.au				
Responsible Unit:	Human Resources Unit				
Supporting documents, procedures & forms of this policy:	Grievance Policy Bullying Prevention Policy Sexual Harassment Prevention Policy UOW Pulse Code of Conduct				
References & Legislation:	NSW Anti-discrimination Act Racial Discrimination Act. Sex Discrimination Act Human Rights and Equal Opportunity Commission Act Disability Discrimination Act Age Discrimination Act 2004 Fair Work Act 2009				
Audience:	Internal – UOW Pulse employees only				
Expiry Date of Policy (if applicable):	In place until reviewed				

Contents

1	Purpose of Policy	2
2	Definitions	2
3	Application & Scope	2
4	Policy Principles	2
5	Aims and Objectives	3
6	Valuing Equity and Diversity	3
7	Version Control and Change History	4



1 Purpose of Policy

- 1.1 UOW Pulse is guided in all its activities by a commitment to the principles of equal employment opportunity and social justice, upholding high ethical standards of accuracy, honesty, cooperation, respect, tolerance and acceptance of obligations as well as rights.
- 1.2 In recognition of these principles of equity and justice in employment, UOW Pulse is firmly committed to policies and programs which ensure that all individuals possessing equivalent skills and qualifications for a position, have an equal chance of obtaining a position as well as advancing in the business structure of UOW Pulse.

2 Definitions

Word/Term	Definition
Discrimination	Treating someone unfairly or differently because of – their sex, pregnancy, race (including colour, ethnicity or descent), disability, sexuality, religion, transgender, carer's responsibilities, marital status, social origin, political belief, employee association activity, irrelevant criminal record or age.
Discrimination – direct	When someone is treated unfairly compared to someone else in the same or similar circumstances, and this is because of their sex, pregnancy, race, age, marital status, homosexuality, disability, transgender status or carer's responsibilities. For example, if an employer won't hire someone just because they are a woman this is likely to be direct sex discrimination.
Discrimination – indirect	When a requirement (or rule) that is the same for everyone but has an effect or result that is unequal and unreasonable having regard to the circumstance. For example, an employer who says they need a person over 180cm tall to do a certain job could be indirectly discriminating against women and some ethnic groups, who are less likely to be this height than men or people from other ethnic groups. Where there is a genuine occupational requirement, discrimination does not apply.
EEO	Equal Employment Opportunity
Harassment	Harassment is any behaviour which is not asked for and not wanted and that occurs because of (but not limited to) a person's sex, race, age, political opinion, ethnic belief, employment status, religious belief, marital status, national extraction, social origin, pregnancy, union activity, disability, carer's responsibility, homosexuality or transgender (transexuality) or any other personal characteristic.

3 Application & Scope

- 3.1 This policy applies to all UOW Pulse employees.
 - i. The scope of this policy includes the provision of goods and services by UOW Pulse employees.
- 3.2 This policy provides guidance for the management of diversity and equality in the workforce. In doing so, this policy sets the guidelines of what is expected of managers, and is to assist managers in upholding the standard of equality for all.

4 Policy Principles

- 4.1 This policy relates to all aspects of employment including the recruitment cycle, promotion, job classification, staff development, supervision and termination.
- 4.2 UOW Pulse is committed to policies and programs which ensure that people with equivalent skills and qualifications have an equal chance of obtaining a position and of advancement within the



company. UOW Pulse promotes an environment where employment decisions are based on merit i.e demonstrated skills, qualifications and ability.

- 4.3 UOW Pulse promotes and supports the principles of equity and diversity in a workplace free from all forms of discrimination and harassment, as well as valuing and utilising the abilities, skills and ideas of our people.
- 4.4 UOW Pulse will comply with all legal obligations, preventing discrimination in all employment practices from recruitment, to training, and to dismissal.
- 4.5 All Supervisors and Managers must ensure that EEO and Anti-Discrimination practices are adhered to in the work place for which they have responsibility. Supervisors and Manager's have EEO measures as a component of their annual performance review.

5 Aims and Objectives

- 5.1 Through its policies, UOW Pulse undertakes to promote equal employment opportunity for employees and potential employees through processes which are open, transparent, competitive and based on merit.
- 5.2 UOW Pulse has a longstanding commitment to the elimination of unlawful direct and indirect discrimination, harassment and treatment on the basis of:
 - i. sex or gender status;
 - ii. marital status;
 - iii. pregnancy or potential pregnancy;
 - iv. family and carer's responsibility including breastfeeding;
 - v. race, colour, descent, national or ethnic origin, ethno-religious background;
 - vi. age;
 - vii. disability (including physical, intellectual or other disability) whether real, implied, past, present or future disabilities;
 - viii. religious beliefs;
 - ix. sexuality;
 - x. carers' responsibilities;
 - xi. infectious disease status;
 - xii. political beliefs and opinions;
 - xiii. trade union activity.
- 5.3 Vilification is any public act that may incite hatred, serious contempt or ridicule against others who belong to any of the above groups.

6 Valuing Equity and Diversity

- 6.1 UOW Pulse is committed to practices which ensure that all employees and potential employees are treated according to their skills, qualifications, abilities and aptitudes.
- 6.2 All UOW Pulse policies, procedures and practices will be developed, or when reviewed, ensure that they include equity and diversity principles in areas of recruitment and selection, promotion and career development, staff training and development, and conditions of service within the work environment.



7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	05/08/2004	HR Manager	Modified to policy template. Added reference to homosexuality, transgender, HIV/AIDS. Added 'unlawfully' to paragraph 1.
2	07/2011	Wayne Clark, Assistant General Manager.	Migrated into new QA format. Expanded on definitions.
3	03/2015	Wayne Clark, Assistant General Manager	Aligned for review with UOW policy in 2016.
4	10/2018	Kelly Stehr, Head of People and Culture	Expanded title from EEO acronym, wording changes, alignment with legal changes.