

Name:	AHC Group Equal Employment Opportunity Policy
Number: A5014	Version: V002
Effective Date: 26/8/2016	Review Date: 26/8/2018

**Purpose and Scope:**

Australian Home Care Services (AHC) has legal responsibility to ensure that everyone who works for AHC is treated fairly and with respect. As an employee, you are protected from discrimination in the workplace by state and federal laws. This includes workplace incidents of discrimination, bullying, sexual harassment and victimisation, as well as employer obligations of positive duty (to take reasonable and proportionate measures to eliminate such occurrences) and making reasonable adjustments (such as changes that allow people with a disability to work safely and productively).

All types of employers and employment relationships are covered under these laws and some aspects of the law also apply to unpaid employees and volunteers.

AHC recognises that Equal Employment Opportunity (EEO) is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is expected leadership and management practice that is consistent with the AHC Code of Conduct. It's important that we all understand our rights and responsibilities under human rights and anti-discrimination law.

This policy has been designed to promote a workplace culture that maximises the organisation's performance through employment decisions that are based on business needs without regard to non-relevant criteria, distinctions and opinions.

This policy is designed to ensure that AHC complies with all of its obligations under relevant legislation.

This policy is to be applied in conjunction with the **AHC Code of Conduct and AHCS Anti-Discrimination Policy**.

**Policy:**

AHC 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.

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

Consistent with this, AHC will not tolerate discrimination or vilification from employees and/or customers/clients which relates to, but not limited to:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer
- race, colour, descent, nationality, ancestry or ethnic background
- age

- gender
- employment activity, for example because they ask questions or raise concerns at work
- affiliation with a union, or not
- lawful memberships or associations
- physical features
- religious belief or taking part in religious activity, or not holding a religious belief
- pregnancy (actual or potential) and breastfeeding
- lawful sexual activity
- sexual orientation or gender identity
- marital status
- political belief or political activity
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

***All employees who believe they have been discriminated (directly or indirectly) against and/or have witnessed others (employees and/or customers/clients) being treated in a same/similar manner are to notify their manager immediately.***

***If they are unable to contact their manager, or deem it is unsuitable to do so, they should contact a member of the People and Culture team immediately.***

**Relevant Legislation:**

- Federal and state specific Anti-Discrimination, Human Rights and Privacy Acts, which apply to AHC.
- Fair Work Act including awards and agreements in place as provided for by this Act, including the National Employment Standards (NES).

**Related AHCS Documents:**

- Equal Employment Opportunity Policy
- Code of Conduct
- Recruitment and Selection Policy and Procedures
- Staff Grievance and Dispute Resolution Procedure
- AHCS Collective Agreement 2008-2011
- AHCS Residential Services (Victoria) Collective Agreement 2009-2012
- AHCS OLD Support Workers Agreement 2009 – 2012
- AHCS NSW Carer’s Agreement 2009 – 2012
- The Disability and Support Services Certified Agreement 2005 – 2008
- Aged Care Award
- Nurses Award

**Revision History:**
