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|  Kingborough | Equal Employment Opportunity (EEO) and Diversity Policy | (Policy No 9.9) | | |
| | | LAST REVIEW March 2016 | NEXT REVIEW March 2018 | MINUTE REF C107/5-16 |
| POLICY STATEMENT: | <div>1.1. Kingborough Council is committed to creating a working environment that values and utilises the contribution of its employees from diverse backgrounds and experiences.</div> <div>1.2. Council recognises that all people have different qualities, skills, qualifications, perspectives, experiences and attitudes to work and valuing and embracing these differences can improve the workplace for individuals and enhance the overall performance of the Council.</div> <div>1.3. The EEO and Diversity Policy is a commitment by the Council to create a workplace that is fair and inclusive, and to build a workforce which reflects the diversity of the Kingborough community.</div> <div>1.4. The principles of EEO aim to ensure that people are selected for positions on merit, as well as being provided with equitable access to employment, professional development and workplace participation.</div> <div>1.5. The EEO and Diversity Policy should be read in conjunction with Council’s Bullying, Harassment and Discrimination Policy No 9.3 and Recruitment and Selection Policy No 9.5 which ensures that the workplace is free from all forms of unlawful discrimination and harassment.</div> | | | |
| DEFINITIONS: | <div>2.1 Equal opportunity (EEO) is about giving and getting a fair go. Equal opportunity does not assume that everyone is the same. Sometimes treating everyone the same is unfair. Equal opportunity aims to remove the obstacles created when decisions about people are made according to stereotypes and unfair assumptions rather than actual merit and observed behaviour.</div> <div>2.2 Diversity is about inclusiveness. It means that differences brought to the organisation by people of divergent backgrounds, experiences and perspectives are valued and respected. Diversity is a broad spectrum and other dimensions include: age diversity, family responsibilities, marital status, sexual orientation, educational level, life experience and socio-economic background, beliefs, attitudes, social, cultural, political and religious backgrounds. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, socio-economic background, personality and marital status.</div> | | | |

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| OBJECTIVE: | <p>3.1 The EEO and Diversity Policy is a commitment by the Council to create a workplace that is fair and inclusive and builds a workforce which better reflects the diversity of the Kingborough community.</p> <p>3.2 Council appreciates the value inherent in a diverse workforce. Diversity encompasses gender, race, ethnicity, age, disability, cultural background and beliefs among other attributes.</p> <p>3.3 The EEO and Diversity Policy provides guidance for the development and implementation of relevant plans, programs and initiatives to recognise and promote workforce diversity across all work areas of Council.</p> <p>3.4 The EEO and Diversity Policy provides a framework for Council to achieve:</p> <ul style="list-style-type: none"> • A skilled workforce that reflects the diversity of the Kingborough community and leads to continuous improvement in service delivery. • A work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity. • Awareness for all employees of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity. • The active management of diversity to ensure we proactively utilise the differences that exist in order to improve the organisation and how Council deals with customers/stakeholders by seeking to accommodate the uniqueness of many different employees and customers/stakeholders. |
| SCOPE: | <p>4.1 This policy applies to all Kingborough Council employees. It complements Council policies specific to recruitment, discrimination and harassment.</p> |
| PROCEDURE: (POLICY DETAIL) | <p>5.1 Council Employment Practices</p> <p>Council is committed to achieving fair and equitable practices in all areas of employment including:</p> <ul style="list-style-type: none"> • Recruitment, selection and promotion practices which are open, competitive and based on merit; • Access for all employees to training and development; • Grievance handling procedures that are accessible and deal with workplace complaints promptly and fairly; • Communication processes which give employees access to information and allow their view to be heard; and • Management decisions which are fair and responsible. |

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| | <p>Council is also committed to ensuring that:</p> <ul style="list-style-type: none"> • Workplace policies and practices are fair and equitable; • All employees are valued and respected and have opportunities to achieve their full potential; and • The workforce reflects the diversity of the community we serve. <p>5.2 Responsibilities</p> <p>It is the responsibility of Managers and Supervisors to create a working environment where:</p> <ul style="list-style-type: none"> • There is tolerance of difference. Council will ensure that all employees are treated fairly and with respect and dignity; • The ability to access opportunities is based on merit. Council will adopt and actively encourage those practices and procedures that enable employees to contribute to the best of their ability; and • Inappropriate attitudes or behaviours are confronted. Council will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes. <p>In delivering this policy and our commitment to diversity, Council will:</p> <ul style="list-style-type: none"> • Communicate Council's EEO and Diversity Policy and procedures to all employees as appropriate; • Ensure that all employees have equal access to employment opportunities within the workplace; • Treat all employees fairly and with respect; • Encourage and facilitate employment and promotion from groups recognised under Equal Employment Opportunity related legislation; and • Review employment practices to ensure flexibility to meet the changing needs the workforce. <p>5.3 EEO, Diversity and Council Employees</p> <p>In order for this policy to operate, it is essential that all employees are responsible for the creation of a respectful and tolerant workplace. For Council to effectively implement the principles of EEO and diversity, all employees must actively participate. Council expects all employees to:</p> <ul style="list-style-type: none"> • Respect individual differences and contributions to a workplace that is fair and equitable; and • Behave in a manner which is consistent with the values and spirit of this policy at all times. |
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| GUIDELINES: | <p>6.1 Lack of respect for diversity</p> <p>If employees experience or observe discriminatory or racist behaviour or practices whilst at work, they are encouraged to address the matter at the local level before it escalates and/or report the matter to the appropriate person. The Code of Conduct No 9.14 and the Counselling and Discipline Administrative Policy No 9.12 outline the process for reporting and managing inappropriate behaviour.</p> <p>6.2 Guiding Principles</p> <p>Council is committed to ensuring that all employees are treated on the basis of merit and in accordance with their different needs and circumstances.</p> <p>Employees are encouraged to follow the principles of equity and diversity within their everyday dealings with each other. This will result in a more cohesive workforce, thereby enhancing operational capability and effectiveness to achieve organisational outcomes.</p> |
| COMMUNICATION: | <p>7.0 Employees will be briefed on this policy as part of their Induction program and on an on-going basis.</p> |
| LEGISLATION: | <p>8.0 The following legislative requirements should be considered in conjunction with this policy:</p> <ul style="list-style-type: none"> • <i>Fair Work Act 2009 (Commonwealth)</i> • <i>Anti-Discrimination Act 1998 (Tasmania)</i> • <i>Equal Employment Opportunity Act 1984 (Commonwealth)</i> • <i>Sex Discrimination Act 1984 (Commonwealth)</i> • <i>Racial Discrimination Act 1975 (Commonwealth)</i> • <i>Human Rights and Equal Opportunity Act 1986 (Commonwealth)</i> • <i>Disability Discrimination Act 1992 (Commonwealth)</i> • <i>Work Health and Safety Act (Tas) 2012</i> |
| RELATED COUNCIL DOCUMENTS: | <p>9.0 This policy is supported by the relevant Council documents, policies and procedures which include:</p> <ul style="list-style-type: none"> ▪ Bullying, Harassment and Discrimination Policy No 9.3 ▪ Recruitment and Selection Policy No 9.5 ▪ Employee Code of Conduct Policy No 9.14 ▪ Workplace Behaviour Administrative Policy No 9.20 ▪ Managing Worker Performance Administrative Policy No 9.18 ▪ Counselling and Disciplinary Administrative Policy No 9.12 ▪ Grievance Resolution Administrative Policy No 9.15 ▪ Work Health and Safety Policy No 9.8 ▪ Induction Procedures |

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| AUDIENCE | 10.0 The policy is publicly accessible via Council's website. |
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