

# Policy on Equal Opportunity

Date adopted.....04/06/2018.....

Latest date for review.....22/02/2019.....

## **1. BACKGROUND**

OptimumChoice was established for the purpose of providing quality services to ameliorate/improve the lives of people with disabilities where their individualities are recognised and their safety is paramount.

OptimumChoice is a disability service organisation which is governed by Management, the Corporations Act(2001) and our policies.

## **2.PURPOSE AND SCOPE**

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

The purpose of this policy is to set out specific procedures and performance standards to ensure that staff selection and promotion practices are based solely on merit and are not negatively influenced by factors such as disability, ethnicity, gender, age, religious belief or political affiliations.

The policy has been framed around equal opportunity principles as they are specified in the **Equal Opportunity Act (1984),**

**Disability Discrimination Act (1992),**

**Sex Discrimination Act (1984),**

**Racial Discrimination Act (1975),**

**Human Rights and Equal Opportunity Commission Act (1986) and Standard 8 of the**

**Disability Services Standards (1993) and**

**National Disability Insurance scheme (2013)**

As an Organisation that is determined to assist people with disabilities in being valued members of the local community, we

have an additional obligation to promote and demonstrate the best practice in the application of affirmative action principles for the employment of people with disabilities.

This policy applies to all the programs and activities.

### **3. POLICY STATEMENT**

OptimumChoice is committed to ensuring that prospective and current staff members are not discriminated against on the grounds of disability, ethnicity, gender, age, religious belief or political affiliations. Instead the Organisation will ensure that equal opportunity principles are enshrined in all staff recruitment, selection, and promotion practices.

### **4. PROCEDURES**

The following procedures are to be implemented to ensure that the Organisation meets its policy objective of operating a free of discrimination workplace that promotes equal opportunity principles:

- 4.1 Maintain a current written policy on the equal opportunity that covers all staff recruitment, selection and promotion activities.
- 4.2 Ensure that all staff are aware of the existence of the Policy on Equal Opportunity and have access to a written copy of the policy.
- 4.3 Ensure that offices owned or leased or used are accessible to staff.
- 4.4 Recruit new employees on merit and on a fair and open basis.
- 4.5 Look for opportunities to fill vacancies with people who have disabilities.

- 4.6 Undertake any reasonable workplace modifications or provide any necessary equipment.
- 4.7 Provide specialist on-site training and support where required.
- 4.8 Promptly investigate, remedy and document any organisational employee grievance regarding equal employment opportunity.

## **5. PERFORMANCE STANDARDS**

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

- 5.1 All employees will have a copy of the Policy on Equal Employment Opportunity and a staff copy of the policy will be kept in each service outlet.
- 5.2 Premises owned or leased will be physically accessible, including shower and toilet areas.
- 5.3 Employee recruitment and selection will be undertaken in accordance with the Policy on Employee Recruitment and Selection.
- 5.4 The workplace will be modified and equipment provided where required.
- 5.5 Employees with specific needs will be provided with a suitably qualified person, internal or external to assist the employee to perform his or her job to expectations.
- 5.6 Any grievances that are lodged will be addressed in accordance with the Equal Employment Opportunity principles outlined in this Policy on Staff Grievances.
- 5.7 All employees will be aware of the contents of the Policy on Equal Employment Opportunity.

## **6. REVIEW OF THE POLICY**

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately.