



# EQUAL OPPORTUNITY EMPLOYMENT IN THE WORKPLACE

*Document Control Statement – This Policy is maintained by Human Resources. Any printed copy may not be up to date and you are advised to check the electronic copy on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555.*

## 1. OBJECTIVE

This policy has been developed by the City of Karratha to:

- ensure that we have a work environment that embodies our core ~~value of respect~~ values; and
- uphold State and Commonwealth laws concerning harassment and discrimination.

## 2. PRINCIPLES

### What is Equal Employment Opportunity?

Equal Employment Opportunity (EEO) is defined as a system of employment practices under which no individuals are excluded from consideration, participation, promotion, or benefits because of their gender, marital status, pregnancy, parental status, age, race, impairment, religion, political belief or activity and their relationship to or association with a person(s) covered by any of these attributes. Basing decision on these characteristics is unfair, illegal and does not comply with Council's corporate values.

## 3. ROLES AND RESPONSIBILITIES

The City of Karratha recognises its legal obligations under the *Equal Opportunity Act 1984* and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur.

Council is committed to providing a positive working environment for all Employees and encourages harmonious working relationships between Employees. Council will ~~endeavour to~~ ensure that in the application of all Council policies, guidelines and procedures, no discrimination takes place and that all Employees and the community enjoy equal access to opportunities within the City.

Whilst all Employees have a personal responsibility in the practical application of this policy, specific responsibility falls upon management, supervisors and Employees professionally involved in recruitment, Employee administration and training to prevent discrimination and promote Equal Employment Opportunity within the workplace.

Complaints will be considered seriously ~~and sympathetically~~ and ~~they~~ will be attended to promptly and confidentially. In all cases, ~~the utmost~~ care will be taken to investigate complaints impartially by recognising the rights of all parties.

If an Employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Fair Work Commission, Equal Opportunity Commission or their Union.

## 4. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 5. REFERENCES TO RELATED DOCUMENTS

- *City of Karratha Enterprise Agreement 2015* and any successor agreement
- *City of Karratha Operational Policies*
- *Equal Opportunity Act 1984*

Policy Number:	CH-02
Previous Policy Number:	EABS3 and EXE 13
Resolution Numbers:	4641-Nov 1989; 6570-Feb 1994; 12219-Nov 2000; 12738-Sep 2002; 13497-Oct 2004; 14223-Oct 2007; 151342-Oct 2012; 153443-May 2016
Last Review:	<del>May 2016</del> <u>July 2019</u>
Next Review:	<del>May 2018</del> <u>July 2023</u>
Responsible Officer:	Manager Human Resources

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*