

Wheatbelt Natural Resource Management Incorporated

Equal Employment Opportunity Policy

Policy Name:	Equal Employment Opportunity Policy
Policy Number:	4.3
Policy Version Number:	V1.01
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	5 May 2015
Date of Last Review:	October 2010
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	<ol style="list-style-type: none"> 1. Associations Incorporation Act 1987 (Western Australia) 2. Disability Discrimination Act 1992 (Commonwealth) 3. Disability Discrimination and Other Human Rights Legislation Amendment Act 2009 (Commonwealth) 4. Disability Services Act 1993 (Western Australia) 5. Equal Opportunity Act 1984 (Western Australia) 6. Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth) 7. Racial Discrimination Act 1975 (Commonwealth) 8. Racial Hatred Act 1995 (Commonwealth) 9. Sex Discrimination Act 1984 (Commonwealth) 10. Work Place Relations Act 1996 (Commonwealth) 11. Workplace Gender Equity Act 2012 (Commonwealth)
Related WNRM Policies or Procedures:	<ol style="list-style-type: none"> 1. 4.1 Grievance Resolution Policy 2. 4.4 Harassment, Discrimination and Bullying Policy

1. Definitions

“Equal Employment Opportunity” means a practice that aims to eliminate discrimination in employment based on race, colour, age, sex, national origin, religion or mental or physical handicap.

“Representatives” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“Wheatbelt NRM” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to ensuring Equal Employment Opportunity is supported in the workplace. It supports a commitment to providing a working environment free of discrimination and the promotion of fair and equitable practices during recruitment and promotion.

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

- 3.1 All Australian and State laws relating to Equal Employment Opportunity legislation when employing and managing Representatives will be complied with.
- 3.2 Representatives will treat each other with respect and without discrimination in any form, and approach recruitment and promotion processes with the same intent.
- 3.3 Wheatbelt NRM aims to choose the best person for filling a position irrespective of:
 - 3.3.1 race, colour and nationality;
 - 3.3.2 physical, intellectual or psychological impairment;
 - 3.3.3 gender;
 - 3.3.4 marital status (including de facto);
 - 3.3.5 parental status (including pregnancy); and
 - 3.3.6 religious or political beliefs, activities or practices.
- 3.4 Wheatbelt NRM will establish and monitor its leadership, recruitment and promotion-related policies, practices and procedures to ensure that Equal Employment Opportunity principles are followed for all employment processes including:
 - 3.4.1 advertising for positions;
 - 3.4.2 position descriptions and selection criteria;
 - 3.4.3 interview questions and processes;
 - 3.4.4 selection panel composition and practices;
 - 3.4.5 appointment procedures;
 - 3.4.6 promotion and transfer;
 - 3.4.7 staff training and development;
 - 3.4.8 discipline and dismissals; and

3.4.9 conditions of service.

- 3.5 To find the best applicants for a position the focus will be on the requirements of the position rather than questions or assumptions about the applicant's circumstances or background as detailed in 3.3.
- 3.6 Appropriate guidance and training will be given to all Representatives involved in processes relating to the advertising, recruitment and promotion of staff.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.

5. Approval

This Policy was approved by the Board of Management on 5 May 2015.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated