

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

<i>Policy Number</i>	<i>EEO 01</i>
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**INTRODUCTION**

welink Recruitment recognizes that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognizes that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximizes organizational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions and will ensure that all decisions relating to employment issues are based on merit.

**PURPOSE**

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

**DEFINITIONS**

*Discrimination* consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.

*Equal Employment Opportunity* consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

*Victimization* happens where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimization will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

**POLICY**

welink Recruitment 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.

Consistent with this, weLink Recruitment will not condone, and regards as unfair, all forms of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age;
- family responsibilities, family status, status as a parent or carer;
- racial classification;
- sexuality;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

## **AUTHORISATION**

Managing Director Signature:	
Date:	

## **EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES**

## **RESPONSIBILITIES**

It is the responsibility of the management to ensure that:

- all managers understand and are committed to the principles and legislation relating to equal opportunity;
- these principles and that legislation are applied in the workplace;
- all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job;
- the organization provides an environment which encourages equal employment opportunity and sets an example by their own behavior.

It is the responsibility of the HR Department to ensure that:

- all managers, supervisors and staff are aware of their obligations, responsibilities and rights in relation to equal employment opportunity;

- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice.

It is the responsibility of all employees, contractors and volunteers to ensure that:

- they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

## **PROCEDURES**

Managers must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individual's inherent ability to carry out the position. Any concerns or queries should be directed to the Human Resources Department.

Employees who believe they are being treated unfairly as a result of discrimination should notify their manager or the Human Resources Department.

## **AUTHORISATION**

Managing Director Signature:	
Date:	