

Equal Employment Opportunity Policy

Review:

This document was:

Reviewed by:	Operations Team	Review/Revise Date:	April 2024
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Purpose

Whizdom is committed to providing equal employment opportunities to all employees and candidates. We strive to create a workplace that is free from discrimination and harassment. This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, and all other conditions of employment.

Statement

Our aim is to ensure that every employee and candidate is treated with dignity and respect regardless of age, impairment, mental, intellectual, psychiatric, and physical disability, marital status, nationality, political opinion, race, colour, social origin, religion, sex, sexual orientation, or any other characteristic protected by applicable laws. All employment decisions will be based on merit, qualifications, and business needs.

Compliance with this policy will help provide a safe, healthy work environment, ensure the wellbeing and performance of our employees, and assist in making Whizdom an efficient and effective workplace.

Definitions

Direct Discrimination

Direct discrimination is when you are treated unfairly because of a characteristic you have or are assumed to have, that is protected by law. For example if: a manager decides to give training opportunities only to employees under the age of 50, this is direct age discrimination.

Indirect Discrimination

When a rule or requirement that applies to everybody unfairly disadvantages people who possess characteristics protected by law and is not reasonable in the circumstances. For example: offering fewer opportunities or benefits to part-time workers.

Harassment

Harassment refers to any unwanted or unwelcome behaviour that creates a hostile, intimidating, or offensive environment for an individual or a group. It can occur in various forms, including verbal, physical, or visual actions and it often targets someone based on their protected characteristics as per the statement above.

Policy Principles

We recognise that you can't do a good job or be fully productive if you feel someone is treating you unfairly, discriminating against you, or harassing you which is why we do not tolerate any type of discrimination (direct or indirect) or harassment (including sexual harassment) in our workplace. It is against the law for any employee to discriminate against or harass another employee, candidate,

contractor, client, or any other stakeholder.

Fair Access to Workplace Opportunities and Benefits

We will give every employee fair access to all workplace opportunities and benefits and are committed to encouraging every employee to make full use of their skills and abilities. All managers and supervisors must make fair, non-discriminatory decisions in relation to employment. Including but not limited to:

- training and development opportunities
- promotion opportunities
- work allocation
- hours of work and overtime
- salary
- leave arrangements (of all types)
- pregnancy arrangements and maternity and parental leave
- performance assessment
- disciplinary procedures
- restructuring.

Accessibility and Accommodation

We are committed to providing a workplace that is accessible to all employees, including those with disabilities. Reasonable accommodation will be made to enable individuals with disabilities to perform their job duties, and employees are encouraged to communicate any accommodation needs to their direct manager or an executive team member.

Reporting and non-retaliation

Employees who believe they have been subjected to discrimination or harassment must report such incidents to their manager or an executive team member. Whizdom prohibits retaliation against any employee who makes a good faith report of discrimination or harassment or participates in an investigation.

Incidents of discrimination or harassment should be reported via the [Issues and Complaints Procedure](#)

Policy Breaches

Whizdom is committed to enforcing this policy, any employee found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Managers Responsibilities

Managers must prevent harassment and discrimination from occurring in their team. If a manager encourages or ignores any harassment or discrimination that is occurring in their team, they may be disciplined, or in serious cases dismissed. If you are a manager, you must:

- ensure your team are aware of and understand this policy
- Support this policy so they can deal effectively with any concerns or questions from employees in their team
- be a good role model — do not engage in any behaviour that might be seen as harassment
- make fair, non-discriminatory decisions
- explain the rationale behind decisions— you should be able to justify every decision as a fair decision

- be prepared to change your decision if an employee or group of employees raise reasonable objections about its fairness, and it is possible to make a decision that is both practical and fairer for everyone involved
- make it clear to all your team members that you won't tolerate any unfair, discriminatory or harassing behaviour from any of them
- wherever possible, make sure that neither the work environment nor any work processes make it easy for discrimination or harassment to happen
- follow up any employee behaviour changes that could mean discrimination or harassment is going on. or if anyone has a grievance
- ensure your employees know to report to you immediately if they have any problem, concern or grievance relating to work , so it can be actioned quickly.
- act immediately if you witness or are told about any unfair treatment, discrimination or harassment — by completing the Issues and Complaints procedure above.
- If you are unsure how to respond to an Issue or Complaint relating to discrimination or harassment, you must discuss with an executive team member.

Further Contact Information

[Australian Human Rights Commission](#): 02 9284 9600

[Fair Work Ombudsman](#): 13 13 94