



UNSW Student Life

Equal Employment Opportunity (EEO) Policy

Responsible Officer	HR Manager
Approved by	CEO/Executive Committee
Approval Date	July 2016
Next Review	July 2018
Associated Documents	Code of conduct Flexible Working Arrangements Policy Performance Review & Development Policy Managing Conduct and Underperformance Policy & Procedure Workplace Harassment, Discrimination & Bullying Policy Grievance Resolution Policy

1. Scope

Arc endeavours to adopt practices and procedures that enable and encourage employees to contribute to the best of their ability. Arc is committed to providing an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, sexual harassment and bullying. In summary, equal employment opportunity involves:

- merit-based selection;
- ensuring that staff are paid fair and equally and pay practices are free of gender bias;
- ensuring that conditions of service and career opportunities are fair and equitable;
- assisting all employees to achieve their full potential with respect to their positions;
- ensuring that the workplace is free from unlawful discrimination and/or harassment of any kind;
- ensuring equal access to training and career development.

Arc appreciates the importance and value of a diverse workforce. Diversity can include a range of factors: origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors. Arc aims to provide a company culture that recognises, respects, values and enables everyone to work effectively towards the achievement of our business goals. Inappropriate attitudes or behaviours, biases or stereotypes in the workplace will be confronted and dealt with. Any form of discrimination will not be tolerated.

This Policy sets precautionary measures and reasonable steps to promote diversity and gender equality in the workplace and remove obstacles to achieve this. Arc provides equal opportunity in respect to employment and employment conditions, which includes:

- recruitment and selection;
- retention;
- performance management processes;
- remuneration;
- talent identification and succession planning;

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- training and development;
 - career advancement; and
 - support.

The Policy applies to all employees, candidates, students, volunteers and contractors. It is not limited to the workplace or work hours and it extends to all functions and places that are work related e.g. work lunches, staff/student events and functions.

2. Equal Employment Opportunity principles

Arc is an Equal Opportunity Employer and does not discriminate against employees or qualified job applicants on the basis of gender, race, sexual orientation, religion, colour, age, national origin, disability or any other status or condition protected by applicable law. Arc believes that the vast range of perspectives that result from a diverse workforce promotes innovation and business success.

Arc will endeavour to:

- ensure that all employment practices are fair, equitable and merit based;
- promote an environment that is free from unlawful discrimination and harassment and sexual harassment, bullying and victimisation;
- foster a culture which values and responds to the rich diversity of its employees;
- carry out pay audits for all employee groups and divisions to ensure that pay arrangements are fair, equal and lawful;
- ensure that the employees are aware of their rights and their responsibilities under legislation and this Policy.

We can all contribute by making a personal commitment to respect others and not cause them distress, discomfort and/ or disadvantage, and:

- acknowledge that others have different, but equally significant, cultural and social backgrounds, beliefs, opinions and levels of tolerance;
- be mindful of verbal and non-verbal cues indicating offence or embarrassment, and cease behaviour that may cause distress or discomfort to others;
- value the positive contribution that diversity makes to Arc and its community;
- increase your awareness and understanding of this policy and its principles.

Managing diversity and applying above EEO principles makes Arc more flexible, productive and competitive. It helps attract and retain talented staff whilst promoting positive working environment.

4. Policy Application

It is the responsibility of all managers and employees to foster an environment where differences are accepted. Arc is committed to supporting employees and managers in the achievement of a diverse workplace. Managers are responsible for developing and encouraging a positive environment. Managers must report breaches of this Policy and should themselves act in accordance with its purpose. To support managers and other employees, ongoing training and education in diversity, equal opportunity and harassment will be conducted on regular basis.

The Human Resources Department is also available to support managers and others when required.

The role of the Executive Committee also includes proactively monitoring company performance to ensure that this Policy is put into practice and achieved.

Equal Employment Opportunity (EEO) laws apply to all areas of employment. Therefore, this Policy extends to, but is not limited to:

I. Recruitment and selection

All employment decisions are solely made on the basis of merit not on irrelevant attributes or characteristics that an individual may possess but taking into account relevant skills and experience, without bias or prejudice. EEO requires the qualifications and selection criteria for any job to be carefully defined so that no one is excluded from consideration or disadvantaged by the application of irrelevant requirements.

Discrimination during the recruitment process is prohibited. This includes to discriminate against a person on the grounds of the person's sex, marital status, pregnancy or potential pregnancy, breastfeeding or family responsibilities; when determining:

- who should be offered employment; or
- the terms or conditions on which employment is offered.

The Human Resources Department will ensure that language used in job advertisements is non-discriminatory, gender-neutral and encourages both women and men to apply.

Internal personnel involved in recruitment will be trained to apply equal employment and anti-discrimination principles during the recruitment and selection process.

Job descriptions and/or job ad selection criteria will be prepared ensuring that that they are relevant, include the necessary skills, are non-discriminatory and gender-neutral.

Arc will develop, implement and review on regular basis the diversity targets for its recruitment shortlists.

II. Terms of employment and benefits

Arc's terms and conditions of employment and benefits are the same for all employees as per Arc's Employee Collective Agreement.

The managers must ensure a transparent performance review process and equitable access to training and promotions.

III. Remuneration

Arc is committed to the principle of equal pay for like work and for work of equal value for all its employees. Our Policy aims to reflect the equality with respect to remuneration, development and career progression for all staff by ensuring that the level of reward is appropriate to the relative size and content of the job. It is in the interests of Arc to ensure that we have fair and just pay structures as this assists in attracting and retaining the best talent.

Therefore, Arc will regularly monitor and review the policies and procedures to ensure consistency with equal pay principles and eliminate any unfair or unjust practices.

Arc is committed to ensure that:

- Men and women performing the same work and with the same level of experience are paid comparable amounts;

- Men and women performing different work of the same level and value are paid the same amount;
- The wages and conditions of jobs are assessed in a non-discriminatory way. This is done by valuing skills, responsibilities and working conditions in each job (even where the work itself is different) and then remunerating employees accordingly;
- The organisational structures and processes do not impede female employees work-based training, promotion or flexible working arrangements.

Pay equity is incorporated into Arc business objectives and goals. Should a possible gender pay gap be identified, Arc will seek justification for any imbalances or work to eliminate this altogether.

IV. Training & development, promotion opportunities

Arc's transparent performance review, talent identification and succession planning processes provide equitable access to training, promotions, pay increases free from gender bias or prejudice. Therefore, all employees are equally able to pursue professional development opportunities.

V. Grievances, disciplinary procedures and terminations

Employees who, in good faith, bring a grievance (or assist another to do so) either under this Policy or in relation to an equal opportunities matter will not be disciplined, dismissed or victimised for having done so.

Employees will not be disciplined or dismissed for performance or behaviour that would be overlooked or condoned in another group, unless there is genuine and lawful justification for this.

Redundancy criteria and procedures will not operate in an unlawfully discriminatory manner.

Arc will be conducting the regular analysis of the number of resignations and other terminations by gender to be able to assess whether females and males are leaving the organisation at comparable rates and whether there are any differences between why females and males leave the organisation. Action will be taken to address any issues identified.

5. Further Action

Any current employee who feels that they have been denied equal employment opportunity because of any of the grounds in this policy may lodge a complaint under the grievance process outlined in the Arc Employee Collective Agreement 2009. Any claims of discrimination or other unfair treatment in relation to employment opportunity will be treated extremely seriously.

Version	Date	Author	Approval	Sections modified	Details of amendments
2.0	Feb 2014	HR Manager	CEO/EC	All	This is an updated policy
3.0	July 2016	HR Manager	CEO	All	The policy has been expanded to reflect Arc's ongoing commitment to gender equality.