



ASPENDALE NORTH KINDERGARTEN INC.
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EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

National Quality Standard – Quality Area 4

PURPOSE

Aspendale North Kindergarten is committed to promoting equal employment opportunity and ensuring that there is no discrimination in its employment policies and practices.

As an equal opportunity employer, Aspendale North Kindergarten is committed to providing safe, inclusive and respectful workplaces, which are free from discrimination and harassment. Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services.

Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination, sexual harassment and victimisation; and provide redress for people whose rights have been breached.

POLICY STATEMENT

1. VALUES

This policy aims to ensure that:

- people are not treated unfairly due to assumptions which are irrelevant, unwarranted and unrelated to that person's ability to perform the inherent requirements of the position; and
- all potential and existing employees will be provided with equal and fair opportunities in terms of recruitment, promotion, training and conditions of service during their employment with the Company, regardless of factors including sex, race, marital status., parental status, family responsibilities, disability, sexual preference, cultural and religious beliefs, or background.

Aspendale North kindergarten will:

- implement training strategies to ensure that all employees know their rights and responsibilities; and
- provide effective procedures for complaints and treat all complaints in a confidential, sensitive, fair and timely manner.

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2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Aspendale North Kindergarten.

3. BACKGROUND AND LEGISLATION

Various legislation around Australia makes it unlawful to discriminate against a person on the range of a person's characteristics or attributes including:

- Political Belief or Activity
- Lawful Sexual Activity
- Sexual Association/Sexual Orientation
- Family Responsibility
- Pregnancy
- Physical features
- Marital Status
- Disability / Impairment
- National or Ethnic Origin
- Parental Status
- Breast Feeding
- Gender
- Race
- Age
- Religious belief or activity
- Industrial Activity
- Transgender status

Legislation

Disability Discrimination Act 1992

Equal Opportunity Act 2010

Fair Work Act 2009,

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Age Discrimination Act 2004

Employees of Aspendale North Kindergarten must not discriminate on any of these attributes against other employees, casual staff and contractors or job applicants or the terms upon which employment is offered to a job applicant. As service providers, Aspendale North Kindergarten employees must not discriminate against parents on of those attributes.

Aspendale North Kindergarten prohibits employees discriminating against each other, casuals/contractors or parents

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on any of these attributes. It also prohibits employees encouraging or assisting other people to discriminate.

The Human Rights and Equal Opportunity Commission is a federal, central point of information regarding issues relating to discrimination and equal opportunity (www.hreoc.gov.au/about/legislation/index.html).

What is Discrimination?

Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law.

Indirect discrimination is treating everyone the same but in a way that ends up being unfair to people with any of the above listed attributes. For example, it is unlawful to have a requirement, condition or practice that is the same for everyone but that results in people of one sex being disadvantaged compared with the other sex and that requirement, condition or practice is unreasonable.

It is unlawful to discriminate even when it was not your intention to discriminate. It is also unlawful to victimise a person who has complained of discrimination.

What happens if this policy is breached?

All Aspendale North Kindergarten employees must comply with this policy. Failure to comply with the policy and, depending on the severity of the case, will result in either counselling, transfer, demotion or dismissal. Similar disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of discrimination.

How is a discrimination complaint handled?

If an employee believes that they are subjected to discrimination they should contact the Committee of Management President and/or the Staff Liaison Officer.

Any complaint will be treated promptly and with complete confidentiality. All records relating to a discrimination claim will be kept in a safe and secure place and can only be accessed with permission by application to the President of the Committee of Management.

Rumours or false accusations about discrimination

Employees should be aware that spreading gossip or rumours about alleged discrimination practices or falsely accusing somebody of discriminating against a person may expose them to defamation action.

EVALUATION

The effectiveness of this policy will be measured by the number and severity of complaints raised in relation to equal opportunity or discrimination matters.

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AUTHORISATION

This policy was adopted by the Approved Provider of Aspendale North Kindergarten in 2015 and reviewed in August 2019.

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