

## 1. Purpose & Scope

- 1.1 The purpose of this policy is to ensure Council provides a workplace which is free from discrimination where all people are treated with courtesy and respect and promote equality of employment within Charters Towers Regional Council (Council).
- 1.2 This policy applies to all employees and external candidates who apply for positions within Council. All categories of work are covered including permanent, limited tenure, casual employees, those engaged by a third party, contractors and volunteers. It applies to employees:
  - a) In all their workplace interactions, with each other, with customers, suppliers or members of the community; and
  - b) While in the workplace or off-site, or performing work related activities.

## 2. Commencement of Policy

- 2.1 This Policy will commence from 18 September 2024.

## 3. Application Of Policy

- 3.1 Council is an equal employment opportunity (EEO) employer and will provide equality in employment for all people employed or seeking employment.
- 3.2 Council does not condone any form of unlawful discrimination or vilification in the workplace or with workplace practices.
- 3.3 Council believes that by creating an environment where employees are treated with respect and where the talents and skills of others are valued, improved outcomes for the community are achieved.

## 4. Definitions

Term	Definition
Council	Charters Towers Regional Council
Equal Employment Opportunity	The practice that everyone can have equal access to employment opportunities based on merit, without fear of discrimination or harassment.
Merit	The extent to which the person has abilities, aptitude, skills, qualifications, knowledge, experience, achievements, personal qualities and potential relevant to the carrying out of the duties for the position.
Discrimination	Occurs when an individual or group are treated less favourably than another person or group because of any 1 or more of the attributes as detailed in Section 7 of the <i>Anti-Discrimination Act 1991 (Qld)</i> .
Bullying	The repeated and or unreasonable behaviour directed towards an individual or group that creates a risk to health and safety.
Harassment	Unwelcome conduct which makes a person feel offended, humiliated or intimidated.
Victimisation	Where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint, or they are involved in a complaint of unlawful conduct.
Vilification	A public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, religion, sexual orientation, disability, or gender identity.

## **5. Policy Provisions**

5.1 All employment practices (recruitment and selection, training, promotion, remuneration and other conditions of employment) will be based solely on the merit of the individual against specific job requirements.

5.2 Council recognises that Equal Employment Opportunity (EEO) principles are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees.

### **5.3 Equal Employment Opportunity (EEO) Principles**

Council will uphold the following EEO Principles:

5.3.1 Employees will not be unlawfully discriminated against at any time in their employment.

5.3.2 Provision of equal opportunity in all aspects including conditions of employment, recruitment, remuneration, development, promotion and separation.

5.3.3 All decisions are made based on an individual's merit with reference to the job requirements.

5.3.4 Promotion of a work environment that is socially inclusive, which values diversity and allows employees to realise their full potential without fear of discrimination or harassment.

### **5.4 Embedding the EEO Principles**

Council acknowledges that effectively embedding the EEO Principles provides an environment which facilitates the elimination of discrimination of others and supports the objectives of this Policy. To create this environment Council will:

5.4.1 Ensure the development, implementation and ongoing review of this Policy.

5.4.2 Embed the EEO Principles into work practices within Council.

5.4.3 Ensure appropriate and effective procedures are implemented for handling complaints concerning discrimination within the workplace; and

5.4.4 Provide ongoing training regarding EEO and discrimination and harassment in the workplace.

### **5.5 Responsibility**

The Chief Executive Officer (CEO) has overall responsibility for the effective implementation of EEO principles throughout Council and will ensure all employees comply with this Policy and legislative requirements. People Managers in Council are required to ensure that this Policy is implemented within their respective Business Units and that their work environment reinforces EEO principles in all operations. Employees, Councillors, contractors and volunteers are responsible for upholding EEO principles and are required to actively contribute to the role of EEO within Council.

### **5.6 Council Breaches**

Maintaining a discrimination free workplace is essential for Council's delivery of services to the community. Any concerns regarding potential breaches of this Policy will be handled in accordance with Council's grievance and performance procedures.

## **6. Variations**

6.1 Council reserves the right to vary, replace or terminate this Policy from time to time.

## **Associated Documents**

- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Crime and Corruption Act 2001 (Qld)*
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cth)*
- *Industrial Relations Act 2016 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*

- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 (Cth)*
- *Work Health and Safety Act 2011 (Qld)*
- S0016 Employee Code of Conduct
- STRAT0019 Employee Recruitment Policy
- D0035 Recruitment Guideline
- STRAT0003 Managing Unsatisfactory Employee Performance Policy
- D0045 Discipline Procedure
- STRAT0005 Workplace Bullying Sexual Harassment and Discrimination Policy
- STRAT0006 Grievance Policy
- D0101 Learning and Development Directive

Document Review			
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