Equality of Opportunity Policy

Policy Summary

Cox Purtell Staffing Services is committed to equality of opportunity. We operate on the principle of merit, treating all employees and prospective employees, fairly and equitably regardless of factors. Harassment, discrimination of any kind, or bullying will not be tolerated. All work activities must be in accordance with current legislation, including The Equal Opportunity Act 2010.

Policy Details

Scope

This policy applies to:

- All of the Business' employees, job applicants, and other workplace participants
- All activities undertaken during the course of for work, including any work-related social activities or contact outside of usual working hours.

Complaints

Any complaint must be treated confidentially, seriously, and respectfully. Relevant disciplinary action may be taken against anyone found to have breached this policy. Any employee who raises any concerns or complaints relating to bullying, harassment or discrimination will not be penalised or disadvantaged as a result.

Responsibilities

Role:	Responsible For:
Team Managers	• Ensuring this policy is applied and followed. • Taking immediate action to address any inappropriate behaviour. • Ensuring any complaints of discrimination, harassment or bullying are investigated quickly and fairly and treated confidentially. • Ensuring education and training of employees in their area, and assisting them with implementation of this Policy.
Employees	• Knowing and following this Policy. • Reporting any incidents of discrimination or harassment or bullying immediately. • Taking part in any investigation process deemed appropriate following any complaint.

Incidents

An employee who wishes to complain should:

- Report the behaviour or incident to their Team Manager. If unavailable or the offender, report it to the next level or the James Purtell, Managing Director.
- Inform the offender that the behaviour is offensive and unacceptable, and against company policy and ask them politely and firmly to stop.
- Seek assistance in having the behaviour stopped (this may include making a report or a complaint).

A complainant must ensure their complaint is made honestly and fairly. Making untrue allegations about someone else could lead to legal action for defamation. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

In addition to reporting incidents to management, a complainant may approach the Equal Opportunity Commission for independent advice at any time.

Investigating

An allegation of discrimination, harassment, bullying, or victimisation will be promptly and thoroughly investigated. The investigation process is to ensure that both sides have the chance to tell their side of the story and to be treated fairly. Both sides will have access to support or representation if required.

Any person who has been accused has the right to know the details of any allegations made against them. They must be given an opportunity to respond to those allegations; they may seek advice before responding.

Outcomes and Action

Outcomes for informal and non-disciplinary complaints may include:

- Changed practice or behaviour
- An apology
- Training for individual or groups
- Counselling and/or
- Re-instatement of lost conditions or benefits.

If an allegation or complaint is substantiated, appropriate action will be taken. This includes action taken against anyone (employees or independent contractors) found to have harassed a co-worker or any other person during the course of their employment. In very serious circumstances, employment may be terminated.

Legislation

This policy is in accordance with The Equal Opportunity Act 2010 but may also encompass the following legislation:

- Federal legislation (Sex Discrimination Act 1984 Racial Discrimination Act 1975)
- Disability Discrimination Act 1992
- Human Rights & Equal Opportunity Commission Act 1986
- Affirmative Action (Equal Opportunity for Women in the Workplace) Act 1999
- Anti-Discrimination Act 1977 Human Rights (Sexual Conduct) Act 1991
- Racial Hatred Act 1995

James Purtell – Managing Director
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