

EQUAL OPPORTUNITY POLICY

POLICY NO: 12

RATIONALE

The purpose of this policy is to establish a commitment by Yarrowonga Neighbourhood House Inc trading as Yarrowonga Mulwala Community & Learning Centre (YMCLC), registration code 21765, to providing an environment of equal opportunity in employment, education and participation in activities.

YMCLC will take a proactive, reasonable and proportionate approach to eliminate discrimination on the grounds of any attributes noted in the Victorian Equal Opportunity Act 2010 and related laws.

YMCLC will provide appropriate support and services as required.

Personnel, students and contractors should refer to the Victorian Equal Opportunity and Human Rights Commission website at humanrightscommission.vic.gov.au/employers to keep up to date.

For signatories to the Neighbourhood House and Adult Community Education enterprise agreement 2016 and 2018, please read in conjunction with the relevant clauses of the agreement.

RESPONSIBILITIES

This policy applies to all personnel (including contractors), students and clients and covers all work-related functions and activities and services.

It also applies for all recruitment, selection and promotion decisions. This policy aims to improve business success by:

- Attracting and retaining the best possible employees.
- Providing a safe, respectful and flexible work environment.
- Delivering our services in a safe, respectful and reasonably flexible way.

DEFINITIONS

Under the Equal Opportunity Act 2010, it is against the law to discriminate against a person based on:

- Age
- Breastfeeding
- Carer status
- Disability
- Employment activity
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Parental status
- Physical features
- Political belief or activity
- Pregnancy
- Profession, trade or occupation

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- Race (including colour, nationality, ethnicity and ethnic origin)
- Religious belief or activity
- Sex
- Sex characteristics
- Sexual orientation
- Spent conviction
- Expunged homosexual conviction
- Personal association with someone who has or is assumed to have any of these personal characteristics.

Discrimination is unfavourable treatment of a person in an area of public life (for example, at work) due to one of their personal characteristics. There are two types of discrimination, direct and indirect.

Direct discrimination is when a person treats, or proposed to treat, a person with a protected personal characteristic unfavourably, because of that personal characteristic. Direct discrimination often happens because people make unfair assumptions about what people with certain personal characteristics can and cannot do.

Indirect discrimination is also against the law and refers to situations when treating everyone the same is unfair. This occurs when an unreasonable requirement, condition or practice that purport to treat everyone the same ends up either or potentially, disadvantaging someone with a personal characteristic protected by the law.

PROCEDURE

1. Ensure all personnel, students and clients are aware of their rights and responsibilities under the Equal Opportunity Act 2010.
2. Enact Disability Action Plan.
3. Provide access to information about available support services.
4. Provide appropriate support services to meet individual needs.
5. Ensure any complaints regarding equal opportunity are treated in accordance with the Complaints and appeals policy.
6. Ensure that disciplinary action, as per the Discipline policy, is taken if any person is found to have discriminated against another person.

RELATED LEGISLATION

Victorian Equal Opportunity Act 2010

Victorian Disability Act 2006

Commonwealth Disability Discrimination Act 1992

RELATED DOCUMENTS

Grievances Complaints Appeals Form

Disability Action Plan

Quick guide – Equal Opportunity Act 2010

RELATED POLICIES

Access and equity policy

Complaints and appeals policy

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Disability policy
Discipline policy

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Board to Approval Authority	Board of Management
Administrator	Executive Officer
Next Review Date	

Approval and Amendment History	
Original Approval Authority and Date	24/01/2012 Board of Management
Amendment Authority and Date	07/11/2016 Board of Management – update to new format 26/05/2025 V2 Board of Management review and update policy, added definitions
Notes	

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