



## Equal employment opportunity (EEO)

<b>Effective date</b>	1 September 2006
<b>Date reviewed</b>	3 January 2013
<b>Review date</b>	January 2015
<b>Guideline owner</b>	Human Resources
<b>Applies to</b>	All employees of the Diocese of Lismore
<b>Related guidelines &amp; procedures</b>	Grievance & complaints handling Harassment & discrimination
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### Objective

Provide guidelines to supervisors and staff in regards to Equal Employment Opportunity

### Guidelines

- The Parish follows anti-discrimination laws and ensures employee understanding within the workplace through a commitment to the principles of Equal Employment Opportunity which are: Fair practices in the workplace
- Decisions being made without bias
- Recognition of and respect for the cultural and social backgrounds of all employees
- Employment policies which produce employee satisfaction, commitment to the job, and the delivery of quality services
- Improving productivity through guaranteeing that:
  - the best person is recruited and/ or promoted
  - skilled employees are retained
  - training and development are linked to client need and employee development; and
  - the workplace is efficient and free of harassment and discrimination
- Striving to ensure fair outcomes in all areas of employment including:
  - recruitment
  - training and development
  - promotion
  - transfer
  - supervision and management of employees



# DIocese OF LISMORE

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- access to information and
- conditions of employment

The Parish understands that to be effective, EEO requires the active participation of workers and Management, and is committed to the following principles.

Employees have the right:

- To the opportunity to be selected for promotion on merit
- Of access to all appropriate benefits and conditions
- To be free from harassment in the workplace; and
- To expect that, should they make a complaint, that complaint will be treated confidentially, without prejudice to employment, and that they would be advised of the outcomes.

Employees have a responsibility:

- To work to full capacity
- To recognise the skills and talents of other team members; and
- To respect cultural and social diversity among colleagues and clients

Parish Priests/Managers have the rights and responsibilities of employees as well as additional responsibilities including to treat complaints in a confidential manner, and to follow them up using appropriate grievance procedures.

Employees and their Parish Priest/Manager must ensure that the guidelines and procedures developed in their area will result in fair outcomes and work productivity.

They must ensure that:

- The work environment is free from all types of harassment
- Employees are provided with information to assist them in carrying out their tasks
- All employees have an equal opportunity to:
  - increase skills to meet work demands
  - attend training courses
  - act in higher duties
  - apply for available jobs

## **Breaches**

The Grievance Handling Guidelines shall be accessible and available to all employees if they feel there has been a breach of these guidelines.

Where an employee has been found in breach of this guideline, formal disciplinary processes will be invoked. This may result in formal warnings about inappropriate behaviour. In the most serious cases, it may result in the dismissal of the employee concerned.



## **Legislation**

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Disability Discrimination Act 1992 (Cth)

[Workplace Gender Act 2012](#)

Fair Work Act 2009 (Cth)

Anti-Discrimination Act 1977 (NSW)

[Work Health & Safety Act 2011 \(NSW\)](#)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)