

1 Equal Opportunities Policy

1.1 Purpose

Cazalys Palmerston Club is committed to achieving equality of opportunity employment. The Club recognises its responsibility to adopt procedures to ensure the absence of discrimination in relation to our Board, members, contractors and our staff in accordance with our values and ethics and the relevant legislative frameworks both within the Northern Territory and nationally.

1.2 Legislative Framework

- *Northern Territory Anti-Discrimination Act October 2015*
- *Disabilities Discrimination Act 1992*
- *Australian Human Rights and Equal Opportunities Act 1986*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*

1.3 Policy Framework

The objective of this policy include:

- To promote recognition and acceptance within the community of the principle of the right to equality of opportunity of persons regardless of an attribute.
- To eliminate discrimination against persons on the grounds of race, sex, sexuality, age, marital status, pregnancy, parenthood, breastfeeding, impairment, trade union or employer association, religious belief or activity, political opinion, affiliation or activity, irrelevant medical record or irrelevant criminal record in the area of work, accommodation or education or in the provision of goods, services and facilities, in the activities of the club or in insurance and superannuation.
- To eliminate sexual harassment.

1.4 The Policy

The Club is committed to providing equality for our Board, our members, our contractors and in the workplace environment.

Being an equal opportunity organisation means that the Club provides the same opportunities for membership (according to our Constitution), for contract businesses, hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Race
- Age
- Religious Belief
- Sexuality
- Impairment
- Medical History
- Sex
- Marital Status
- Political Opinion
- Parenthood
- Color

With regard to staff, the policy requires that all staff are afforded equal opportunities within our employment structure, and that entry into (and progression within) employment will be determined only by personal merit and the application of criteria which are related to the position description. In all cases, ability to perform the job is the primary consideration. This policy applies to (but is not limited to) advertising of jobs, recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures, and to termination of employment.

1.5 Procedures: Creating Equal Opportunities in the Workplace

There are a number of ways in which the Club aims to ensure equal opportunities in the workplace, including:

1.5.1 Recruitment and Selection

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude, skills and ability.

1.5.2 Career Development and Training

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role. All employees will be encouraged to develop their full potential and will not unreasonably deny an employee access to training or other career development opportunities.

These training opportunities will be [identified as part of an ongoing performance management process and will be] determined objectively, taking into account the needs of the business and available resources. Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

1.5.3 Terms and Conditions

The organisation's terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate. Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees. Similarly the terms and conditions for fixed term employees will be comparable with those given to permanent employees, except when different treatment can be objectively justified.

1.5.4 Employment Policies and Practices

The organisation aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner.

In particular, Management will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria. The organisation will aim, as far as reasonably practicable, to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours where justified.

1.5.5 Grievance Procedure

All supervisors and managers are responsible to enforce equal opportunity practices. Everyone should comply with the organisation's policy by treating others with respect.

If employees see or suspect that our Equal Opportunities policies are being violated, feel free to inform the General Manager immediately. Employees can address the offender directly. Management will investigate promptly as per the procedures under the Bullying, Victimisation and Harassment Policy and procedures.

1.5.6 Disciplinary Consequences

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a co-worker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.