

EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following policy to create a safe and healthy workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for Equal Employment Opportunity and proposes the organisation and its workers do not discriminate against another person based on their sex, age, race, skills and experience, physical and mental abilities, marital status, political views or trade union association.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3. RULES

- Charles Sturt Campus Services Limited will not discriminate against anyone in our recruitment practices or in the delivery of our goods and services. All recruitment selection will be based on the applicants' qualifications, skills and experience in relation to the proposed position. Internal promotions will be based on the best person that meets the requirements for the position; and
- No worker or staff is to discriminate, harass or victimise another worker, client or other person while representing this organisation, non-compliance will result in disciplinary action.

4. RESPONSIBILITIES

Managers and Supervisors must:

- Identify all hazards in the workplace and assess each hazard's potential to harm, giving consideration to the age, experience, skill and physical ability of the worker and investigate options for eliminating or controlling the hazards;
- Monitor work conditions and work performance;
- Implement and review this policy;
- Consult with workers about this policy;
- Make sure that all workers understand the organisation's Equal Employment Opportunity Policy and their roles and responsibilities;
- Make sure all workers are properly trained in workplace hazards and safe work practices with consideration to their age, experience and skill and in accordance with their roles and responsibilities;
- Provide information to all workers about the potential hazards encountered at work to make sure they can undertake their work safely;
- Make sure that all workers are aware of their duties and rights when they encounter workplace hazards;
- Provide careful supervision until a worker is competent to carry out the tasks required;



- Make adjustments to accommodate specific needs of pregnant women to ensure their health, safety and welfare in the workplace;
- Implement corrective or disciplinary procedures;
- Provide safety training and information to workers where language and/or literacy may be an issue, in a format that is appropriate for their needs;
- Keep confidential records of any unfair work practices against any worker; and
- Provide a fair and equal workplace for all workers.

Workers must:

- Comply with the rules of this policy;
- Report to their manager or supervisor any discrimination or unfair treatment in the workplace; and
- Advise their supervisor if they feel unsafe performing any work activity or if they feel they have not been properly trained.

5. SIGN OFF

Company Representative:

Signed:  Date: 30-Nov-2016

Name: Martin Dooner Position: General Manager