


<b>Title:</b>	<b>Equal Employment Opportunity and Managing Diversity</b>			
<b>Section:</b>	Workforce	<b>PRH:</b>	Chief Executive Officer	

## 1. POLICY STATEMENT:

Alexandra District Health (ADH) values respect and diversity which are the foundation for the provision of Equal Employment Opportunity (EEO). Managers and employees will model inclusive behaviours in the workplace and in their service provision to patients and the community.

## 2. EXPECTED OUTCOME AND COMPLIANCE:

- ADH will achieve fair and equitable employment practices in all areas
- The Cultural and Linguistically Diverse (CALD) program is reported in the annual Quality Account.
- CALD services are provided according to the catchment profile.

## 3. PROCEDURE:

**Equal Employment Opportunity (EEO)** refers to the outcome of processes that allows for diversity in the workforce, ensures fair treatment of individuals and eliminates direct, indirect and systemic discrimination. EEO, is the absence of discrimination or less favourable treatment in employment based on an attribute, such as a person's sex, age, race, disability, etc – in other words, a 'fair go' for all employees.


**Managing diversity** refers to management policy and practices that value and develop workforce diversity, to achieve better performance and service to the community.

**Valuing diversity** refers to employer and employee behaviour that recognises and respects individual differences in the workplace.

The following grounds of discrimination apply in Victoria under Federal and State laws:

- sex
- marital status
- pregnancy or potential pregnancy
- race, colour, nationality, ethnic or national origin
- impairment/disability (past, present or future)
- parental status
- lawful religious belief or activity
- lawful political belief or activity
- age
- industrial activity
- lawful sexual activity
- physical features
- carer status
- breastfeeding
- gender identity
- sexual orientation
- disability
- employment activity
- personal association with person identified by reference to one of the above attributes
- Disadvantaged Groups designated include:-
  - Women
  - Aboriginal and Torres Strait Islanders
  - People with disabilities
  - Non-English speaking background (N.E.S.B.)

Prompt Doc No: ADH0022759 v3.1	Page 1 of 3	Last Reviewed: 10/12/2019
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Version Changed: 18/11/2020		

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## MINIMUM STANDARDS

1. Diversity and EEO strategies are developed as part of the business planning cycle and are accessible to all employees.
2. Workforce planning must take into account opportunities for increasing the participation of designated EEO groups and disadvantaged groups at all organisational levels.
3. Diversity and EEO impacts of workplace change are assessed prior to implementation.
4. Anti-discrimination policies are documented, communicated to all employees and consistently applied.
5. Processes to investigate discrimination claims provide procedural fairness.

## MANAGING DIVERSITY AT ADH


EEO provides all people with the right to be considered for any job for which they are skilled and qualified, ensuring that the best person for the job is employed. EEO is based on the principle of recruiting and promoting people on merit. This may also include:

- Promotion, Transfer and Termination of Employment.
- Training and Development.
- Work Organisation.
- Conditions of Service

ADH will achieve fair and equitable practices in all areas of employment including:

- Recruitment, selection and promotion practices which are open, competitive and based on merit;
- Access for all employees to training and development;
- Grievance handling procedures that are accessible;
- Dealing with workplace complaints promptly, fairly and confidentially;
- Communication processes which give employees access to information and allow their view to be heard; and
- Management decisions which are fair and responsible.
- Workplace policies and practices are fair and equitable;
- All employees are valued and respected and have opportunities to achieve their full potential
- Actively encourage those practices and procedures that enable employees to contribute to the best of their ability; and
- Inappropriate attitudes or behaviours are confronted.
- Communicate the EEO and Diversity Policy and procedures to all employees and stakeholders as appropriate;
- Ensure that all employees have equal access to employment opportunities within the workplace;
- Review employment practices to ensure flexibility to meet the changing needs our employees.
- Staff advertisements will state that ADH is an EEO employer.
- The EEO principles are acknowledged in the appointment of new staff.
- Employment, promotion and staff changes will be based on merit and equity and the workplace will be free from decisions that relate to racial, sexual, or disability discrimination.

Prompt Doc No: ADH0022759 v3.1	Page 2 of 3	Last Reviewed: 10/12/2019
First Issued: 07/06/2017	UNCONTROLLED WHEN DOWNLOADED	Review By: 10/12/2022
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ADH will achieve fair and equitable practices in other areas by:

- Ensuring all appropriate staff contribute in the decision making process.
- Staff are consulted on job redesign and this results in appropriate, flexible yet achievable outcomes.
- Working conditions and benefits provide maximum employer/employee flexibility to allow a balance between work and home responsibilities.
- Staff have an annual performance appraisal to discuss training and career opportunities.
- Recognition is given to the contribution that staff make to organisational success.
- Any queries or concerns with managing diversity or discrimination will be addressed to the Chief Executive Officer (CEO) or relevant Executive.
- All staff shall have a knowledge of the above policies and steps to take if there is a perceived problem.
- All interview panels will have at least one female representative of a level appropriate to the advertised position.

## 5. LOCATION OF ADDITIONAL INFORMATION

[ADH Recruitment, Selection and Appointment Policy](#)

## 6. REFERENCES / KEY LEGISLATION, ACTS AND STANDARDS

The Code of Conduct for Victorian Public Sector Employees  
Public Administration Act 2004  
Employment Principles and Standards - VPSC  
The Public Administration Act 2004  
Fair Work Act 2009 (Commonwealth)  
Sex Discrimination Act 1984 (Commonwealth)  
Racial Discrimination Act 1975 (Commonwealth)  
Human Rights and Equal Opportunity Act 1986 (Commonwealth)  
Disability Discrimination Act 1992 (Commonwealth)  
Age Discrimination Act 2004  
Equal Opportunity for Women in the Workplace Act 1999  
Equal Opportunity Act 2010 (replaces Equal Employment Opportunity Act 1984 (Commonwealth))  
Charter of Human Rights and Responsibilities Act 2006  
Racial and Religious Tolerance Act 2001 (Vic)

Prompt Doc No: ADH0022759 v3.1	Page 3 of 3	Last Reviewed: 10/12/2019
First Issued: 07/06/2017	UNCONTROLLED WHEN DOWNLOADED	Review By: 10/12/2022
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