

**nhulunbuy** corporation

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# **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

<b>Title</b>	<b>Equal Employment Opportunity Policy</b>
<b>Policy number</b>	3
<b>Type</b>	Personnel
<b>Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager, Corporate and Community Services
<b>Approval date</b>	20 January 2016
<b>Review date</b>	20 January 2019

The Nhulunbuy Corporation is an equal opportunity employer that values the contribution of our employees. We believe that the effective utilisation of our people and their full capabilities is the key to our success.

### 1. Purpose

The purpose of this policy is to give everyone a fair chance to obtain employment and gain promotion according to their abilities and qualifications.

The merit principle underlies our human resource activities.

### 2. Scope

This policy applies to all employees and potential employees of the Nhulunbuy Corporation.

### 3. Policy

Equal employment opportunity (EEO) refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits on their merits without reference to irrelevant characteristics.

In Australia it is unlawful to discriminate against a person on the basis of a particular personal characteristic.

Unlawful grounds include, but are not limited to:

- gender
- race, colour, or national extraction
- age
- marital status
- physical, mental or intellectual disability
- sexual preference or transgender status
- pregnancy or potential pregnancy
- family responsibilities and/or parental/carer status
- trade union membership or union/industrial activity
- religious or political beliefs

Discrimination occurs when one person or group is treated less favourably than another due to an attribute or characteristic that is protected under legislation. Discrimination may be direct or indirect.

*Roles and Responsibilities*

Employees are responsible for:

- complying with the terms of the EEO policy
- treating all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions
- promptly informing their manager if there has been a (potential) breach of the EEO policy

Managers are responsible for:

- ensuring that the EEO principles and underpinning legislation are applied in the workplace
- ensuring all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job
- providing an environment which encourages equal employment opportunities and setting an example by their own behaviour
- considering and providing reasonable accommodations where necessary, and
- ensuring their team is aware of the Nhulunbuy Corporation's EEO policy.

The HR/Payroll team is responsible for:


- ensuring all Managers, and existing and potential employees are made aware of their obligations, responsibilities and rights in relation to EEO
- identifying matters which do not comply with the principles of EEO and addressing them as promptly and sensitively as possible
- dealing with EEO issues in a prompt and sensitive way
- providing ongoing support and guidance to all existing and potential employees in relation to EEO principles and practice.

*Breaches of policy*

Failure to comply with obligations under this policy may lead to disciplinary action being taken by the Nhulunbuy Corporation.

**4. Review process**

This policy will be reviewed three years from the date of adoption.

<b>Date</b> 20/1/16	<b>Director (Name)</b> C Walters	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> ANGELA MacMILLAN		<b>Signature</b> 