



Equal Employment Opportunity (EEO) + Anti Bullying Policy

This policy applies to all staff, including contractors, and covers all work-related functions and activities, including external training courses sponsored by the Entice Me Trust.

It also applies for all recruitment, selection and promotion decisions.

The objective of Entice Me Trust's Equal Opportunity Policy is to improve business success by:

Attracting and retaining the best possible employees

Providing a safe, respectful and flexible work environment

Delivering our services in a safe, respectful and reasonably flexible way.

Discrimination, Sexual Harassment and Bullying

Entice Me Trust is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes Discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct Discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Queensland

law.

Indirect Discrimination occurs when a rule or requirement seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate based on sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature, in circumstances where it could reasonably be expected to make a person feel offended, humiliated or intimidated. A reasonable person having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety, e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Entice Me Trust provides equal opportunity in employment to people without Discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

age
breastfeeding
carer status
disability
employment activity
gender identity
industrial activity
lawful sexual activity
marital status
parental status
physical features
political activity/belief
pregnancy
race
religious activity/belief
sex
sexual orientation
personal association with someone having any of these characteristics.

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

Entice Me Trust will make reasonable adjustments for a person with a disability who:

applies for a job, is offered employment, or is an employee, and

requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

reviewing and, if necessary, adjusting the performance requirements of the job

arranging flexibility in work hours (see 'Flexible Work Arrangements')

providing telephone typewriter (TTY) phone access for employees with hearing or speech impairments

purchasing screen reading software for employees with a vision impairment

approving more regular breaks for people with chronic pain or fatigue

buying desks with adjustable heights for people using a wheelchair.

When thinking about reasonable adjustments, Entice Me Trust will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

In some cases, Entice Me Trust can discriminate on the basis of disability, if:

the adjustments needed are not reasonable, or

the person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).

If the unwelcome behaviour continues, contact your supervisor or manager for support.

If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager. Employees may also lodge a complaint with the Queensland Equal Opportunity and Human Rights Commission, the Australian Human Rights Commission, or take action under the Fair Work Act 2009.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene Entice Me Trust EEO Policies, they should follow this procedure.

Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.

Ask the complainant for the full story, including what happened, step by step.

Take notes, using the complainant's own words.

Ask the complainant to check your notes to ensure your record of the conversation is accurate.

Explain and agree on the next action with the complainant.

If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of Entice Me Trust EEO policies) then the manager should:

act promptly

maintain confidentiality

pass any notes on to the manager's manager