

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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Drafted by	Simon Hemmings	Approved by MC on	7 June 2023
Responsible person	Simon Hemmings	Scheduled review date	1 Jan 2025

INTRODUCTION

Cycling Without Age Australia recognises that Equal Employment Opportunity is a matter of employment or service obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximizes organizational performance through volunteer recruitment and employment decisions . These decisions will be based on operational needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to recruitment and employment issues are based on merit.

SCOPE

This policy applies to the recruitment, screening, supervision and management of all volunteers, contractors and employees of our organization.

PURPOSE

This policy is designed to ensure that Cycling Without Age Australia complies with all of its obligations under the relevant legislation.

DEFINITIONS

Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

Equal Employment Opportunity consists of ensuring that all employees and volunteers are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Victimization means subjecting, or threatening to subject, a person to any detriment because they have:

- asserted their rights under equal opportunity law;
- made a complaint;
- helped someone else make a complaint; or
- refused to do something because it would be discrimination, sexual harassment or victimisation.

POLICY

Cycling Without Age Australia is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, Cycling Without Age Australia does not condone any form of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age;
- family responsibilities, family status, status as a parent or carer;
- racial classification;
- sexuality;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

This policy is to be used in conjunction with the Discrimination, Harassment and Affirmative Action policies.

AUTHORISATION



Secretary of Management Committee

Date: 7th June 2023

Cycling Without Age Australia