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|  | ONE2ONE POLICY | | | |
| | Title | Equal Opportunity | Policy No | 26 |
| | Indicator | CM2 – Governance and Operational Management | Review Date | 06/01/2021 |

1. PURPOSE AND SCOPE

One2One has the responsibility to ensure that the principles of equal opportunity and diversity are practised and reflected in its policies and procedures. This policy has been framed around Standard 1 – “Rights”, Standard 2 – “Participation and Inclusion” of the National Standards for Disability Services (2013) and the Equal Opportunity Act 1984.

This policy applies to all staff/employees, volunteers and contractors, and is not limited to the organisation’s workplace or restricted to a staff/employee’s ordinary working hours.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

One2One values its staff and employees and believes in conducting business - ensuring fair, equitable and non-discriminatory employment and operational practices. It is our aim to provide a workplace which maximises the talent, potential and contribution of staff/ employees and ensures equal opportunity for all.

Staff/Employees and relevant stakeholders are required to treat each other with fairness, equity and respect so that the working environment is free from discrimination and harassment. One2One has the responsibility to ensure that the principles of equal opportunity are practised and reflected in its policies and procedures.

3. DEFINITIONS

Equal Opportunity in employment means that a person is judged/accepted on their ability to do their job based on merit rather than any assumption about the staff/employee based on particular characteristics. Discrimination occurs where a person distinguishes between individuals or groups because of a characteristic that applies, or is presumed to apply, to that individual or group, so as to disadvantage some and advantage others.

Discrimination on any of the grounds listed below is unlawful:

- gender
- pregnancy and potential pregnancy
- age
- political beliefs and activities
- race and colour
- family or carers responsibility
- physical, intellectual or psychological impairment
- national extraction and social origin
- gender reassignment
- sexual preference
- marital status
- trade union membership
- religious beliefs
- spent conviction

4. POLICY CONTENT

Discrimination and harassment will not be tolerated within One2One. Any person found to have discriminated against or harassed another staff, employee, contractor, consumer or volunteer is personally responsible for his/her conduct. Disciplinary action may be taken against any staff/employee who is found to have engaged in any such behaviour.

Depending upon the seriousness of the incident this may include the termination of a person's employment or contract.

A staff/employee who makes a fraudulent or vexatious complaint may face disciplinary action or termination of employment where deemed appropriate.

5. RELATED DOCUMENTS

- Equal Opportunity Act 1984 (WA Legislation)
- Code of Conduct Policy
- Complaints and Feedback Policy
- Cultural Inclusion Policy
- Staff (or Consumer Employee) Grievance Procedure

6. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One