

Equal Employment Opportunity Policy

Whizdom is an Equal Employment Opportunity Employer. Our aim is to ensure that every employee and job applicant gets a fair go. Your sex, marital status, pregnancy, race, age, disability, sexual preference status or carers' responsibilities make no difference to us. What matters to us is that you are the best person for the job, and that you are supported and allowed to do a good job.

Compliance with this policy will help provide a safe, healthy work environment, ensure the wellbeing and performance of our employees and assist towards making Whizdom an efficient and effective workplace.

We recognise that you can't do a good job or be fully productive if you feel someone is treating you unfairly, discriminating against you, or harassing you because of your sex, marital status, pregnancy, race, age, disability, sexual preference status or carers' responsibilities. That is why we will not support any type of discrimination or harassment in our workplace.

It is also against the law for any employee to discriminate against or harass another employee or job applicant. Furthermore it is also against the law to discriminate against our suppliers and contractors in the provision of goods and services.

There is to be no sexual harassment, sexist harassment, racist harassment, or any other type of harassment that is against the law in our workplace.

There is to be no sex discrimination, race discrimination, age discrimination, or any other type of discrimination that is against the law in our workplace.

Various Federal and State legislation – such as the Commonwealth Sex Discrimination Act 1984 and the NSW Anti-Discrimination Act 1977 - provide that it is unlawful to discriminate against a person on certain prohibited grounds of discrimination.

The ACT Human Rights Commission can take complaints of unlawful discrimination under the ACT Discrimination Act 1991.

No Direct Discrimination and No Indirect Discrimination

There is to be no direct discrimination based on anyone's sex, race, age or any other reason that is against the law/our policy, and there is to be no indirect discrimination for any of these reasons.

Direct Discrimination

Direct discrimination is when it is quite clear that someone has treated you differently because of your sex, race, and so on. For example, if:

- a manager decides to give training opportunities only to employees under the age of 50, this is direct age discrimination;
- a supervisor decides to employ only men, or only women, or only people from a particular racial background for certain types of jobs, this is either direct sex discrimination, or direct race discrimination; or

Direct discrimination often happens because people have stereotyped views about what all or most people of a particular group are like, or what they think all or most people of a particular group can or can't do. For example:

- they may think that it's a waste of time giving training opportunities to older people as they are likely to leave their job earlier than younger people. They have not checked who actually intends to stay longest in the job. They have made an ageist assumption based on their stereotyped views.
- they may not let women do certain jobs because they think these types of jobs are men's jobs. They have made a sexist assumption about women's abilities based on their stereotyped views.

In this workplace we aim to treat you as an individual, not as a stereotype.

Indirect Discrimination

This is when:

- you are treated the same as everyone else, but
- doing this disadvantages more people from a particular group than people from other groups. For example, it might disadvantage more people of your sex than the other sex, or more people from your ethnic background than other ethnic backgrounds.

In this sort of case, if the treatment is not 'reasonable in all the circumstances' it will be indirect discrimination and against the law/our policy. For example:

- if a manager decides to give a promotion based on who has been working here the longest, this might be indirect age discrimination, as it is likely that younger employees will be disadvantaged. It is our policy to promote on the basis of merit only.

In this workplace we aim to get rid of any form of indirect discrimination.

Fair Recruitment

We will recruit new employees fairly — on the basis of merit — that is, the person who is the best person for the job will get the job.

Fair Access to Workplace Opportunities and Benefits

We will give every employee fair access to all workplace opportunities and benefits.

All managers and supervisors must make fair, non-discriminatory decisions about everything to do with work. This includes such things as:

- training and development opportunities
- promotion opportunities
- work allocation
- shifts, rosters, hours of work and overtime
- salary levels and packages
- leave arrangements (of all types)
- pregnancy arrangements and maternity and parental leave
- performance assessment
- disciplinary procedures
- restructuring.

We will encourage every employee to make full use of their particular skills and abilities.

A fairer go for people from previously disadvantaged groups

We will take particular care to make sure that groups who have been disadvantaged in the past in many workplaces (for example, women, people from racial or religious minorities, people with disabilities, older workers and younger workers) are not disadvantaged.

We will strive to make our workplace fairer for them and for everyone else and we may provide specific opportunities for people from one or more of these previously disadvantaged groups.

Employees with A Permanent or Temporary Disability

We will take particular care to make sure that we do not discriminate against employees (or job applicants) who have either a temporary or permanent physical, intellectual or psychiatric disability or illness.

We will provide any such employee with any facilities or services they need to enable them to do the essential parts of their job — as long as it is possible for us to do this. For example, we may provide

additional equipment, different working arrangements, and so on, if this will help ensure the employee can still do their own or another job.

If you need temporary or long-term help please talk with your supervisor or manager, or contact our Human Resources Department.

What to Do If You Feel Someone Is Treating You Unfairly or Harassing You

If you feel someone is treating you unfairly or harassing you, we want you to tell us as soon as possible, so that we can sort things out as fast as possible. If this is happening to you, please read our Ethics Policy for what to do about it. This policy is given to you during your contract signing. We won't victimise you for speaking out and we will do our utmost to ensure that no-one here victimises you for either supporting someone else's complaint or for putting forward your own complaint.

If You Treat Someone Else Unfairly or Harass Them

If we find out that you have been responsible for treating another employee unfairly, or for harassing them, you may be disciplined. If we find out that you have been responsible for victimising someone because they complained about discrimination or harassment, or because they supported someone else's complaint, you may be disciplined. If what you have done is extremely serious, it could lead to your dismissal.

Managers and Supervisors Have Extra Responsibilities

All managers and supervisors must do their best to prevent harassment and discrimination from happening in their team. If a manager or supervisor encourages or ignores any harassment or discrimination that is happening in their team, they may be disciplined, or in serious cases dismissed.

If you are a manager or supervisor you must:

- ensure that all your team members are aware of and understand our EEO and harassment policies
- know the arguments supporting these policies so that they can deal effectively with any concerns or questions from employees in their team
- be a good role model — do not engage in any behaviour that might be seen as harassment
- make fair, non-discriminatory decisions
- explain the rationale behind any of your decisions that you think one or more of your team members might not like — you should be able to justify every decision as a fair decision
- be prepared to change your decision if an employee or group of employees raise reasonable objections about its fairness, and it is possible to make a decision that is both practical and fairer for everyone involved
- make it clear to all your team members that you won't tolerate any unfair, discriminatory or harassing behaviour from any of them

- ensure that your team's working environment is free of sexist, racist, or any other form of stereotyping material, posters, screen savers, internet and email communication, and so on
- wherever possible, make sure that neither the work environment nor any work processes make it easy for discrimination or harassment to happen
- follow up any staff/team behaviour changes that could mean that any discrimination or harassment is going on, or that anyone has a grievance
- ensure that your team members know that you want to hear from them immediately if they have any problem, concern or grievance about anything to do with work, so that you can try to sort it out as quickly as possible. Make sure they know who else the grievance procedure says they can talk with if they don't want to talk with you. Make sure they have read and understood the grievance procedure
- act immediately if you witness or are told about any unfair treatment, discrimination or harassment — by following the information in our Grievance Procedure
- if you are ever unsure about how to handle or resolve a grievance, or a suspected grievance, you can seek confidential advice from your immediate Supervisor, Departmental Manager, a Whizdom Staff member or from any of the staff in Human Resources.

Further Contact Information

ACT Human Rights Commission

Phone (02) 6205 2222, or email human.rights@act.gov.au.

The Anti-Discrimination Board of NSW

Phone: 02 9268 5544 or 1800 670 812

Human Rights and Equal Opportunity Commission

Phone: 02 9284 9600

Whizdom

John McCluskey – Managing Director

Phone: 1300 944 936 or email johnm@whizdom.com.au