

# Equal Employment Opportunity

## Human Resources Policy

Effective Date: July 2008

### 1 PURPOSE

To promote the achievement of employment equity in Queensland Health through:

- The application of practices to enable target group members to compete for recruitment, selection, promotion and transfer, and pursue careers, as effectively as those who are not members of target groups.
- The elimination of unlawful discrimination in the area of employment.

### 2 APPLICATION

This policy applies to all Queensland Health employees.

### 3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

### 4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

### 5 REFERENCES

- *Anti-Discrimination Act 1991*
- *Public Service Act 2008*
- Diversity HR policy
- Harassment and Discrimination HR policy
- Reasonable Adjustment HR policy
- Work Life Balance Flexible Work Arrangements Guide
- Equity and Diversity Strategic Plan
- Queensland Health Equal Employment Opportunity Operational Plan
- District Health Equal Employment Opportunity Operational Plan

### 6 SUPERSEDES

- IRM 3.15-2 Equal Employment Opportunity

## 7 POLICY

### 7.1 Equal Employment Opportunity (EEO) Principles applying to Queensland Health Employees

Queensland Health expects that all employees will:

- Be treated with respect and fairness.
- Work in a place free from all forms of harassment and discrimination.
- Have access to, and compete equitably for recruitment, selection, promotion and transfer opportunities.
- Choose, and pursue, their own career path.
- Have access to relevant training and development opportunities.
- Have all workplace grievances addressed promptly by their supervisor or other appropriate person.

### 7.2 EEO Management Plan

Queensland Health will develop, implement and report against an EEO Management Plan. The EEO Management Plan will include the requirement for the development and implementation of measurable EEO initiatives within operational and strategic plans.

## 8 APPLYING THE POLICY

### 8.1 Human Resource Management Units

The Human Resource Management Units will undertake the role of expert consultant in EEO matters and provide assistance to employees at all levels on employment equity issues. Other specific responsibilities include:

- Taking a lead role in the implementation of EEO initiatives and, in particular, employee awareness strategies.
- Supporting line managers and employees in the successful application of initiatives such as the Work Life Balance Flexible Work Arrangements Guide/Policy.
- Developing District EEO Annual Reports.
- Preparing regular status reports on EEO issues as required for Senior Management, the State Bargaining Unit (SBU)/Nursing Interest Based Bargaining Implementation Group (NIBBIG), the District Consultative Forums (DCF) and Nursing Consultative Forum (NCF).
- At each level (Corporate, Area, District) Develop and Implement Operational Plans.

### 8.2 Managers and Supervisors

All managers and supervisors are responsible for the promotion and ongoing effective management of EEO across Queensland Health through personal leadership and demonstrating commitment to EEO principles and goals. Responsibilities include:

- Being aware of the requirements of the *Public Service Act 2008* and the *Anti-Discrimination Act 1991* and relevant policies including the Diversity policy, Harassment and Discrimination policy and the Reasonable Adjustment policy.
- Ensuring that all employees are aware of their rights and responsibilities in relation to EEO and Anti-Discrimination.

- Ensuring that all employees are treated fairly and equitably in all aspects of their employment within Queensland Health.
- Modelling appropriate behaviour and implementing work practices, policies and strategies to eliminate discriminatory behaviour from the workplace.
- Taking prompt action to resolve issues relating to EEO or discrimination within the workplace.
- Developing, supporting and promoting the Workplace Equity Harassment Officer (WEHO) network within the workplace and Health Service District.

### 8.3 Employees

Queensland Health employees must ensure that they:

- Treat other employees with respect and fairness.
- Share responsibility for maintaining a workplace that is free from discriminatory behaviours and practices.
- Ensure that they do not unlawfully discriminate against or harass other employees.
- Accept that others have a right to different perspectives and opinions.

## 9 DEFINITIONS

<b>Employment</b>	Section 30 of the <i>Public Service Act 2008</i> defines employment matters as: (a) recruitment procedure, and selection criteria, for appointment or engagement of people as employees; or (b) promotion, transfer or redeployment of employees; or (c) training and staff development for employees; or (d) terms and conditions of service and separation of employees; or (e) any other matter relating to the employment of employees.
<b>Merit Principle</b>	The general principle that decisions regarding recruitment, selection, promotion or transfer opportunities must be made on the basis of each applicant's relative merits. In deciding the relative merits of applicants, the following matters must be taken into consideration: <ul style="list-style-type: none"> <li>• The extent to which each applicant's abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities are relevant to carrying out the duties in question.</li> <li>• The extent to which each applicant has potential for development.</li> </ul>

<b>Unlawful Discrimination</b>	Refer to the Harassment and Discrimination Policy.  Unlawful discrimination includes direct and indirect discrimination prescribed in the <i>Anti Discrimination Act 1991</i> .
<b>Target Groups</b>	Section 30 of the <i>Public Service Act 2008</i> defines the following target groups as: <ul style="list-style-type: none"> <li>• people of the Aboriginal race of Australia or people who are descendants of the indigenous inhabitants of the Torres Strait Islands;</li> <li>• people who have migrated to Australia and whose first language is a language other than English, and the children of those people;</li> <li>• people with a physical, sensory, intellectual or psychiatric disability, whether the disability presently exists or previously existed but no longer exists;</li> <li>• women, irrespective of age;</li> <li>• a group of people prescribed under a regulation.</li> </ul>

## 10 HISTORY

<b>July 2008</b>	Amended to reflect <i>Public Service Act 2008</i> .
<b>April 2008</b>	Developed as a result of the HR Policy Consolidation Project.