

Equal employment Opportunity (EEO) is about:

- Making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- Providing programs to assist members of EEO groups to overcome past or present disadvantages.

This means having workplace rules, policies, practices and behaviours that are fair and do not disadvantage people their full potential and pursue a career path of their choice.

In such an environment, all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. As a result they may be more likely to be unemployed or working in lower paid jobs. These groups are;

Women,  
Aboriginal people and Torres Strait Islanders,  
members of racial, ethnic, and ethno-religious minority groups, and  
people with a disability.

### **EEO in the NSW Public Sector**

EEO in the NSW Public Sector is sponsored by the Office of the Director of Equal Opportunity in Public Employment. EEO is designed to achieve these outcomes:

- a diverse and skilled workforce,
- improved employment access and participation by EEO groups, and
- a workplace culture displaying fair workplace practices and behaviours.

### **Fair practices and behaviour**

EEO aims to achieve fair practices and behaviour in the workplace, including:

- recruitment, selection and promotion practices which are open, competitive and based on merit. This means the best applicant is selected for the job,
- access for all employees to training and development,
- flexible working arrangements that meet the needs of employees and create a productive workplace,
- grievance handling procedures that are accessible to all employees and deal with workplace complaints promptly, confidentially and fairly,
- communication processes to give employees access to information and allow their views to be heard,
- management decisions being made without bias,
- no lawful discrimination or harassment in the workplace, and
- respect for the social and cultural backgrounds of all employees and customers.

### **How does EEO affect you as a Karitane employee?**

AS A STAFF MEMBER –

You have the right to:

- a workplace that is free from unlawful discrimination and harassment,
- fair practices and behaviour in your workplace,
- competitive merit-based selection processes for recruitment or promotion,
- training and development that enables you to be productive in your work and to pursue a career path,
- equal access to benefits and conditions including flexible working arrangements, and
- fair processes to deal with work-related complaints and grievances.

You have the responsibility to:

- work to the best of your ability and provide quality service to customers,
- recognise the skills and talent of other staff members,
- act to prevent harassment and discrimination against others in your workplace,
- respect differences among your colleagues and customers such as cultural and social diversity, and
- treat people fairly (don't discriminate against or harass them).

You may also be asked to complete EEO surveys. These give statistical and other information about EEO in the Sector.