

Cinderellas Services Pty Ltd

Equal Employment Opportunity Policy

Please read the attached Equal Employment Opportunity Policy.

Once you have read and understood the attached please sign in the space below and return this top sheet to your manager.

You may keep the Equal Employment Opportunity Policy for your records.

I have read and understood Cinderellas Services Pty Ltd  
Equal Employment Opportunity Policy.

Name:

.....

Signed:

.....

Date:

.....

# Equal Employment Opportunity Policy

The policy of Cinderellas is to provide fair and equal employment opportunity and to ensure that all employees, contractors, prospective employees & prospective contractors are treated equally and are not subject to unfair or unlawful acts of discrimination.

These Guidelines detail the policy on Equal Employment Opportunity and provide a set of procedures to prevent unfair or illegal discrimination and to respond to any complaint of discrimination.

## General

- The Agency is committed to providing equal opportunity in all matters relating to employment.
- Equal employment opportunity means that people who work for Cinderellas or seek work with Cinderellas have a right to expect that employment relationships and conditions will be non-discriminatory. Unlawful discrimination occurs when one or more persons are treated differently from other persons on the grounds of sex, age, race, religion, marital status, sexual preference, disability or political conviction. Unlawful discrimination shall not occur in Cinderellas, or be allowed to occur at any Cinderellas workplace.

The Agency's commitment to equal employment opportunity (EEO) involves:

- Making Human Resource decisions on the basis of merit; that is the possession of skills, experience and characteristics relevant to the performance of work;
- Complying with the relevant anti-discrimination, equal opportunity and affirmative action legislation;
- Promoting a work environment in which employees have the opportunity to develop their full potential, and implementing positive measures to improve conditions and opportunities for women employees;
- All employees are responsible for ensuring that their own conduct in relation to any person in the workplace or arising out of the employment relationship cannot be considered unfair or unlawful discrimination.

# Equal Employment Opportunity Policy

## Guidelines

### Responsibility for EEO









The Agency is responsible for ensuring fair and equitable treatment for all employees / contractors based upon the principle of merit. This should ensure that no employee or job applicant is denied equal treatment compared with any other Staff member or applicant because of unlawful discrimination. The overall co-ordination of Cinderellas EEO program is the responsibility of the Agency's Human Resources Manager in conjunction with the Agency's Managing Director (Mark Ferdinands). This program will involve:

- Ⓢ Consultation with employees / contractors to encourage support for the program;
- Ⓢ Statistical analysis of the current workforce to establish employment patterns of men and women;
- Ⓢ Reviewing all personnel policies and practices;
- Ⓢ Inclusion of EEO sessions in training programs;
- Ⓢ Identifying and removing barriers to employment and promotion for women in the workplace, and implementing positive measures to improve conditions and opportunities for women employees / contractors.

## Procedures

All employees & contractors should receive and sign Cinderellas Employee / Contractor Code of Conduct on commencing employment. This provides employees / contractors with information on Cinderellas EEO & Affirmative Action Plan. If an employee / contractor or a job applicant feels that they have been discriminated against, they should first approach The Human Resources Manager (HRM) and outline their complaint.

At this initial stage the HRM should:

-  Report the incident to the Agency's proprietor;
-  Keep a record of the complaint and all related incidents – dates, times, places, witnesses and alleged actions;
-  Investigate the complaint by interviewing other persons / parties involved;
-  Contact the employee / contractor or job applicant and attempt a resolution of the complaint;
-  Take necessary corrective action to avoid a repetition of the complaint;
-  If no resolution is reached at this first stage the HRM should refer the employee / contractor or job applicant, and records of the complaint, to the proprietor;
-  At any stage the employee may seek the assistance and involvement of a representative or adviser;
-  Cinderellas will treat all complaints seriously, impartially, sympathetically and with confidentiality. Employees / contractors will not be disadvantaged in their employment conditions as a result of lodging a complaint.

## Authorisation

This general policy and set of Guidelines and Procedures was discussed and approved at a Management Conference of Cinderellas Services on Monday, 3<sup>rd</sup> March, 2003 and signed off by:

Mark Ferdinands  
Proprietor  
Cinderellas Services Pty Ltd

Updated & revised 24/4/2018