

# POLICY

## Equal Employment Opportunity (EEO)

POLICY No: 4002

EFFECTIVE: 1st January 2008 (updated October 2015)



### Introduction

SwimmingSA recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound Management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximises company performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

This policy is designed to ensure that SwimmingSA complies with all of its obligations under relevant legislation.

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### *THE POLICY*

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SwimmingSA is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Consistent with this, SwimmingSA will not condone and regards as unfair, all forms of unlawful discrimination or vilification including that which relates to:

- sex;
- sexual harassment;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age, compulsory retirement;
- family responsibilities, family status, status as a parent or carer;
- racial vilification;
- homosexual vilification;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- physical features;
- industrial activity;

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- employer association activity;
- trade union activity;
- breastfeeding;
- sexuality;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record

In all cases performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

This policy is to be used in conjunction with the Discrimination, Harassment and Affirmative Action policies.

### Definitions

*Discrimination* is treating, or threatening to treat an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also be, seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.

*Equal Employment Opportunity* is ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

*Victimisation* happens where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

### Responsibility

It is the responsibility of the **Human Resource Department** to ensure that:

- all Managers, supervisors and staff are aware of their obligations, responsibilities and rights in relation to Equal Employment Opportunity;

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- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;

*ongoing support and guidance is provided to all employees in relation to Equal Employment Opportunity principles and practice.* It is the responsibility of **Management** to ensure that:

- they understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- all decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's inherent ability to carry out the job;
- they provide an environment which encourages EEO and set an example by their own behaviour;
- all staff are aware of the EEO policy.

It is the responsibility of all **Employees, Contractors and Volunteers** to ensure that:

- they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

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### *Adoption of Strategies*

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Managers must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individual's inherent ability to carry out the position. Any concerns or queries should be directed to the Human Resources Department.

Employees who believe they being treated unfairly as a result of discrimination should notify their manager or the Human Resources Department.

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### *Central Measurement*

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To ensure people have adequate information a link will be made available on the Swimming SA website and regularly updated for association representatives.