



Equal Employment Opportunity Policy

Australian Paramedical College





Equal Opportunity Employment Policy 027

1. References

- *Fair Work Act 2009*
- *Equal Opportunity (Commonwealth Authorities) Act 1987*
- *Disability Discrimination and Other Human Rights Legislation Amendment Act 2009*
- *Australian Human Rights Commission Act 1986*
- *Anti-Discrimination Acts (Commonwealth)*
- *APC Recruitment Policy*
- *APC Access and Equity Policy*

2. Purpose

2.1 Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) Equal Opportunity Employment policy reflects our commitment to apply equality and promote diversity for our workforce.

2.2 The Equal Opportunity Employment policy is a focus of the APC for a healthy and productive workplace. All employees have the right to be supported and valued across our organisation. APC is committed to treating everyone with respect and consideration.

3. Scope

3.1 The Equal Opportunity Employer policy applies to all employees, job candidates, relevant stakeholders, contractors and visitors.

3.2 Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. APC do not guarantee employment or promotions for people within underrepresented groups; however, APC will treat all people fairly and avoid discriminating against them either via conscious or unconscious biases.

3.3 APC will extend to everyone the chance to work in an environment where their rights are respected.

4. Policy Elements

4.1 To promote Equal Opportunity Employment APC will:

- Use inclusive language in all signs, documents and webpages;
- Modify structures and facilities to accommodate people with disabilities
- Provide parental leave and flexible work arrangement policies.
- Hire employees through a systematic and fair process inclusive of utilising job-related criteria.



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- Allow employees to take religious or national/state *holidays* that aren't included in our company's official schedule where warranted
- Provide employees with related information on communication and diversity

4.2 Being an Equal Opportunity Employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics such as:

- Age
- Gender
- Sexual orientation
- Ethnicity/nationality
- Religion
- Disability
- Medical history

4.3 This policy supports APC to apply preventive and affirmative actions to ensure the application of equal opportunity when hiring, training, managing employees, evaluating performance, administering compensation and benefits and terminating employees. This list is not exhaustive.

4.4 The Quality Practice and Human Resource area of responsibility shall review and assess our policies, statement and processes organisation wide, ensuring they are bias-free.

4.5 Whenever biases are identified, APC will act immediately to refine our policies, statements and processes, train our people to combat their biases and protect possible victims of discrimination.

4.6 Where an employee discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.

4.7 APC will provide an environment where all our employees and stakeholders rights are respected. Inclusive of potential role candidates.

5. Complaints Procedure

All managers, team leaders and coordinators are expected to apply equal opportunity practices. All Employees and stakeholders must comply with our policy by treating others with respect.

If you see or suspect that the EEO policies and processes are being violated, staff may address the issue directly and either report to their direct manager or coordinator and/or submit an employee complaint



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form to the HR department. APC will investigate all reported issues promptly and apply natural justice in the process.

6. Document and Data Control and Records Management

All documentation/records from Issuing certifications and associated processes are maintained in accordance with the Document, Data Control and Record Management Policy.

7. Authority

The authority for the issue of this instruction is the CEO via the Quality Practice Coordinator & HR Coordinator as the Delegates of the CEO

Peter Evans

Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Peter Evans'.

01 April 2019

Version	Purpose/Amendments	Issued
V1.1_18	Initial implementation	30 Dec 2018
V1.2_19	Annual Review & Minor additions (e.g. policy/statement additions)	03 Jan 2019
V1.3_19	Minor amendments and review	01 Apr 2019