



# Torquay Bowls Club

## # 5 - Equal Opportunity Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

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### Introduction

The Club endorses and abides by the relevant legislation in regard to the promotion of equal opportunity for all persons. This forms the basis for recruitment, employment terms and conditions, development and promotion of all employees.

We believe that as an employer we have a responsibility to eliminate any source of discrimination on the basis of any factors not related to work performance.

We also believe that all employees should be able to work in an environment free of discrimination and harassment. Discrimination and harassment are unacceptable forms of behaviour. It does not matter whether or not someone intends to treat another less favourably or in a discriminative manner, nor does it matter whether the discrimination is direct or indirect. Discriminative behaviour will not be tolerated under any circumstances.

This policy applies to all employees (including casual, fixed term contract and permanent) within the Company, TBC Members, clients and visitors.

### Definition

Equal Employment Opportunity (EEO) - is based on the principle of merit. Therefore, Company policies, practices and decisions are based on principles of merit, such as:

- Demonstrated skills;
- Competence;
- Potential;
- Qualifications;
- Ability; and
- Performance.

Closely aligned to the principles of EEO is the various anti-discrimination legislation which demands that employers (and others described above) do not discriminate against individuals in their employment on the basis of prohibited grounds, including, but not limited to:

- Race;
- Sex;
- Marital status;
- Disability (physical and intellectual);
- Age;
- Pregnancy and potential pregnancy;
- Sexual orientation;
- Lawful sexual activity;
- Gender history, gender identity, gender reassignment, transgender or transsexual status;
- Care provider status or family responsibilities;
- Religious, ethical belief or activity;
- Breastfeeding;
- Physical features;
- Irrelevant criminal record;

- Political belief or activity;
- Trade union membership and industrial activity;
- Racial harassment or vilification;
- Colour
- Sexual harassment;
- Relationship status, childless or a de facto spouse;
- Irrelevant medical record;
- National extraction;
- Social origin;
- Nationality;
- Profession, trade, occupation or calling, employment status;
- Victimisation;
- Having had one of the preceding attributes in the past; and
- Personal association with someone who has one or more of the preceding attributes.

### **Policy**

All Elected, appointed, recruitment and employment activities will be conducted without regard to any factor that is not relevant to the individual's ability to perform the job to the Company's satisfaction.

It is the responsibility of each employee to respect the rights of their fellow employees and others to support and promote the achievement of equal opportunity. Each manager and supervisor is responsible for the implementation and application of this policy within his or her team.

Equal employment opportunity works to ensure that all employees and potential employees are treated equally. We will ensure that activities such as recruitment, promotion, access to development and the terms and conditions of employment that are offered, are based solely upon merit and consistent with the principles of equal opportunity.

We will actively seek to identify and eliminate all discriminatory employment practices, both direct and indirect, and will strive to maintain a workplace and club environment free of harassment, as our Anti-Harassment Policy describes.

Our policies and practices will meet the requirements of equal opportunity and anti-discrimination legislations, as per the relevant State and Commonwealth legislation.

### **Dealing with discrimination complaints**

Employees and others have a range of informal and formal options available to address a discrimination issue. Employees who wish to discuss or receive assistance with a discrimination complaint are encouraged to approach their manager.

Where a complaint of alleged discrimination is brought to the attention of the Club, the complaint will be addressed with spirit and intent in accordance with the Club's Grievance Resolution Policy.

### **Disciplinary action**

If a claim of discrimination is substantiated, the Company will consider the matter and initiate disciplinary action in line with the circumstances of the individual case, up to and including termination of employment, exclusive of any civil remedy or criminal penalty that might be pursued if appropriate.