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The Community Foundation
of the Bega Valley Region
www.mumbulla.org.au

EQUAL ENGAGEMENT OPPORTUNITY POLICY

Policy number	Mf008	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

INTRODUCTION

Mumbulla Foundation 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.

Whilst Mumbulla Foundation is not an employer of paid staff, the principles relating to Equal Opportunity Employment are still important to the way in which we operate and engage.

This policy has been designed to facilitate the creation of a culture that maximises organisational performance through engagement 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 engagement issues are based on merit.

Any reference herein to “employee” applies equally to volunteer roles within Mumbulla Foundation.

PURPOSE

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

DEFINITIONS

Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

Victimisation means subjecting, or threatening to subject, a person to any detriment because they have:

- asserted their rights under equal opportunity law;
- made a complaint;
- helped someone else make a complaint; or

Policies and Procedures can be established or altered only by the Board.

- refused to do something because it would be discrimination, sexual harassment or victimisation.

POLICY

Mumbulla Foundation 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.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, Mumbulla Foundation does not condone any form of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age;
- family responsibilities, family status, status as a parent or carer;
- racial classification;
- sexuality;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

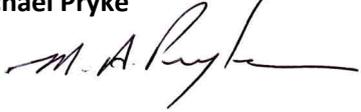
In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

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

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**



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EQUAL ENGAGEMENT OPPORTUNITY PROCEDURES

Procedures number	MF008PRO	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

- all members understand and are committed to the principles and legislation relating to equal opportunity and applying it in our environment;
- decisions relating to appointment, promotion and career development are determined according to individual merit and the individual's inherent ability to carry out the job;
- the organisation has a culture that encourages equal opportunity; and
- sets an example by their own behaviour.

It is the responsibility of the Chair to ensure that:

- everyone involved with Mumbulla Foundation is aware of and understand their obligations, responsibilities and rights in relation to equal opportunity;
- any matter which does not comply with the principles of equal opportunity are identified and addressed as promptly and sensitively as possible;
- immediate and appropriate steps are taken to minimise or eliminate unlawful harassment, discrimination, and bullying; and
- ongoing support and guidance is provided to all in relation to equal opportunity principles and practice in the workplace.

It is the responsibility of all Board Members, contractors and volunteers to ensure that they:

- comply with this policy and treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions;
- refrain from engaging in discriminatory or harassing behavior; and
- inform the Chair if they believe that they (or someone else) has been treated unfairly.

PROCEDURES

Employees who believe they are being treated unfairly as a result of discrimination should promptly notify the Chair.

Should a complaint of discrimination or harassment be made, it will be investigated in a confidential and procedurally fair manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature:

A handwritten signature in black ink, appearing to read 'M. A. Pryke', written over a light blue horizontal line.

Date: **21/07/2020**