

**POLICY NUMBER: POL008:1****POLICY TITLE: EQUAL OPPORTUNITY**

Supersedes: Nil

Release Date: December 2017

Review Date: December 2018

**1.0 PURPOSE AND SCOPE**

The purpose of this Policy is to define the requirements and expectations of Skillset Limited in relation to equal employment and its application across the Company.

This Policy applies to all areas of the Company and it's employees.

**2.0 POLICY**

Skillset Limited are committed to equal opportunity in employment and affirmative action, and strives to:

- promote equal opportunity in all aspects of the Company's activities;
- eliminate unjustified direct and indirect discrimination on the grounds of:
  - race, colour, national or ethnic origin, nationality;
  - sex or gender, sexual preference, marital status, pregnancy, status as a parent or a carer;
  - religious or political belief or activity, industrial activity;
  - age, physical features, disability, medical record;
  - personal association with a person who is identified by reference to any of the listed attributes; and
  - on any other ground which the Director(s) shall after due consideration determine to be a basis of improper discriminatory practice.
- create an environment where all staff are able to work effectively, without fear of discrimination or harassment;
- use non-discriminatory, inclusive language in all official documents;
- establish appropriate practices in employment to overcome disadvantage;
- ensure that all Skillset Limited staff have reasonable access to benefits and services;
- provide effective mechanisms to resolve sexual-based harassment and other complaints of discriminatory treatment;
- Provide and maintain programs and services that reflect fair and reasonable opportunity, and consideration for all customers, participants and employees, regardless of race, colour, religion, gender or physical disability, or the prevailing community values; and
- ensure that such further obligations that the law may impose from time to time are appropriately addressed by Skillset Limited.

In accordance with legislation (where applicable), Skillset Limited's approach to equal employment opportunity will include the following components:

1. consultation with staff;
2. reviews of Company Policies, procedures and practices in areas such as recruitment, selection, promotion, staff development, marketing and conditions of service;
3. setting objectives, determining strategies and taking action to achieve them; and
4. monitoring and evaluating compliance to procedures.

Equal employment opportunity will follow the merit principle whereby only criteria related to the ability and competencies required to do the job are used in selection. Affirmative action, as defined in the Fair Work Act, is compatible with the principle of appointment and promotion on the basis of merit ensuring equitable treatment of all applicants; and to provide, where possible, a balanced representation of women and men across all occupational groupings and classifications and on all decision-making bodies.

Authorised by: Craig Randazzo

Position: CEO

Date: December 2017

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The CEO is responsible for ensuring that the principles of equal opportunity are implemented across Skillset Limited, including delegating as appropriate through the Senior Manager(s) and the Human Resources function the day-to-day implementation of the Policy.

Authorised by: Craig Randazzo

Position: CEO

Date: December 2017