

**POLICY NUMBER: SLPOL008:4****POLICY TITLE: EQUAL OPPORTUNITY**

Supersedes: SLPOL008:3

Release Date: August 2024

Review Date: August 2026

## 1.0 PURPOSE AND SCOPE

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

This Policy applies to all Skillset Employees, including Skillset Senior College staff.

## 2.0 POLICY

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

- promote equal opportunity in all aspects of Skillset's activities;
- eliminate unjustified direct and indirect discrimination on the grounds of:
  - race, colour, nationality or cultural backgrounds;
  - gender identity, sexual preference, or relationship status,
  - pregnancy, or status as a parent or carer;
  - religious or political belief or activity, industrial activity;
  - age, physical features, disability, or medical record;
  - personal association with a person who is identified by reference to any of the listed attributes; and
  - on any other ground which Skillset 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 inclusive language in all official documents;
- establish appropriate practices in employment to overcome disadvantage;
- ensure that all Skillset Employees 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, students and employees, regardless of race, colour, religion, gender or 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.

In accordance with legislation (where applicable), Skillset'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. Skillset will follow the principle of appointment and promotion on the basis of merit ensuring equitable treatment of all applicants; and to provide, where possible, a

Authorised by: David Cooke

Position: Board Chair

Date: August 2024

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balanced representation of women and men across all occupational groupings and classifications and on all decision-making bodies.

The CEO and Head of College are responsible for ensuring that the principles of equal opportunity are implemented across Skillset, including delegating as appropriate through Senior Leaders, Managers and People & Culture functions.

Authorised by: David Cooke	Position: Board Chair	Date: August 2024
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