

Name of Policy	Equal Employment Opportunity Policy
Description of Policy	This policy describes 4GR Pty.Ltd commitment to promote equal employment opportunities for employees and potential employees.
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of existing policy

Policy written by	Beth Evans
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Policy Reviewed by	Carolyn Kurzyneic
Approval date	January 2020
Approved by	Gillian Baldwin
Date of next policy review*	July 2021

* Unless otherwise indicated, this policy will still apply beyond the review date.

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Policy Purpose

This policy describes 4GR Pty.Ltd commitment to promote equal employment opportunities for employees and potential employees.

Scope of Policy

This policy covers applies to all staff engaged in 4GR Pty.Ltd activities.

Policy Statement

4GR Pty. Ltd will ensure recruitment, selection, promotion and pursuit of careers is conducted in an environment that supports equal employment opportunities.

Relevant Legislation

Age Discrimination Act 2004 (Cth)

The Racial Discrimination Act 1975 (Cth)

The Human Rights and Equal Opportunity Commission Act 1986 (Cth)

The Disability Discrimination Act 1992 (Cth)

The Racial Hatred Act 1995 (Cth)

Sex Discrimination Amendment Act 2013 (Cth)

Fair Work Act 2009 (Cth)

Fairwork Amendment Act 2018 (Cth)

Workplace Gender Equality Act 2012 (Cth)

Disability Act 2006 (Victoria)

The Equal Opportunity Act 2010 (Victoria)

The Racial and Religious Tolerance Act 2001 (Victoria)

The Racial and Religious Tolerance Amended Bill 2019 (Vic)

Equal Employment Opportunity Policy

1. Commitment

- 1.1 4GR Pty.Ltd is committed to providing an environment that supports equal employment opportunities.

2. Objectives

- 2.1 To fulfil this commitment 4GR Pty.Ltd will:

- Promote Equal Employment Opportunities and fair treatment in the workplace, for all employees and potential employees.
- Offer career opportunities, including access to training and development courses, based on fair and transparent process.
- Give fair treatment regarding:
 - Terms of work
 - Recruitment
 - Selection
 - Selection Criteria
 - Career Development
 - Transfer
 - Training and other benefits, including employee development
 - Separation processes such as voluntary and forced redundancy processes
 - Occupations training or re-training

3. Complaints

- 3.1 All Equal Employment Opportunity complaints must be lodged in writing and sent to the 4GR Directors and the Manager, Victoria for confidential registration and investigation.
- 3.2 Breaches of Equal Employment Opportunity legislation will not be tolerated. Failure to comply with the legislation and EEO policies and procedures is a serious matter and will result in the appropriate disciplinary action.

Related Documents

- Recruitment and Selection Policy
- 4GR Values
- Bullying, Harassment and Discrimination Policy
- Diversity, Equity & Inclusion Policy
- Aboriginal and Torres Strait Islander Policy
- Reasonable Adjustment Policy

Review

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR.