

Equal Employment Opportunity Policy

LSV believes that only by employing people who hold the same commitment to Equal Opportunity as that held by the company will we exceed our customers' expectations and meet our long term goals.

In line with the organisations commitment to prevent discrimination and harassment in the workplace this policy and procedure has been prepared to explain what discrimination and harassment are, what Employees should do if it occurs and how LSV will handle the situation.

What does Equal Employment Opportunity mean?

Equal Employment Opportunity is ensuring that all Employees are given equal access to training, promotion, appointment or any other employment related issues without regard to any factor not related to their competency and ability to perform their duties.

LSV 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.

Consistent with this, LSV will not condone any form of unlawful discrimination including that which relates to:

- Race, colour, descent or national or ethnic origin
- Disability or illness
- Religion, political opinion, industrial activity
- Gender, marital status, pregnancy, parental or family responsibilities
- Parental status or status as a carer
- Age, physical features
- Physical or mental disability
- Sexual preference
- Personal association with a person who is identified by reference to any of the above attributes.

All Employees of LSV are expected to adhere to this policy and respect the rights of fellow staff. In all cases performance and competence are to be used as the basis for performance assessment, training and development opportunities.

Discrimination and Victimisation

What is discrimination - Discrimination is being treated less favourably because of your disability, race, religion, sex, marital status, pregnancy, parental responsibilities, age, physical features or any other factor not related to competence or ability to perform employment duties.

Discrimination may also occur if management imposes an unreasonable condition, requirement or practice that has disproportionate impact on a group of people due to their disability, race, religion etc.

What is victimisation - Victimisation happens where an Employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment.

Victimisation also happens if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

Sexual Harassment - What is sexual harassment?

Sexual harassment is any form of unwelcome conduct of a sexual nature that offends humiliates or intimidates.

Sexual harassment can occur between colleagues where one person has power over the other or it can occur between two people who are of equal status. It can occur at work or outside the workplace. It may be an isolated incident or a series of events and can be intentional or unintentional.

Courtesy and common sense should prevail. Please also note that what one person accepts as reasonable, another person may find offensive.

Procedure

Unlawful discrimination and harassment will not be tolerated under any circumstances. Any Employee who believes they are being unfairly discriminated against or harassed must immediately raise the matter with their immediate Manager or with the Human Resources Representative.

Any reports of sexual harassment or discrimination will be treated seriously and sympathetically and will be investigated thoroughly and confidentially.

The Employee may request a formal or informal investigation of the matter, at their own discretion. The Manager or Human Resources will determine the nature of the complaint and the outcomes desired by the complainant. In all cases, if the Manager or Human Resources feels that is warranted, the company has the discretion to start a formal investigation.

Responsibilities

It is the responsibility of the Human Resource Representative to ensure that:

- All managers, supervisors and staff are aware of their obligations, responsibilities and rights in relation to Equal Opportunity;
- Any matter which does not comply with the principals of equal opportunity are identified and addressed as promptly and sensitively as possible;
- Ongoing support and guidance is provided to all Employees in relation to Equal Opportunity principles and practice.

It is the responsibility of Management to ensure that:

- They understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- All decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's inherent ability to carry out the job;

- They provide an environment which encourages EEO and set an example of their own behaviour;
- All staff is aware of the EEO policy.

It is the responsibility of all Employees, Contractors and Volunteers to ensure that:

- They understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- They follow the outlined procedures and policies.

Smoking, Alcohol and Drugs

The place of work is a smoke-free environment and the Employee is not permitted to smoke within the workplace. The Employee will not be permitted to perform duties whilst under the influence of alcohol or drugs and the Employee will be required to leave the premises without pay until such time that the Employee is not under the influence of alcohol or drugs. Moreover, the Employee's behaviour may be considered gross misconduct and result in grounds for dismissal.

Smoke free Workplace

- a) The employer provides a smoke free workplace.
- b) The employee will not be provided with nor shall they take a break to smoke outside those breaks identified in your contract of employment

Working With Children Check (WWCC)

The employer requires all staff to hold a current Victoria Government's Working With Children Check. If the employee does not hold a Working With Children permit or has this permit revoked, the employer may elect to terminate the employment immediately.

Working with children check forms are provided to you as part of your employment pack and should be applied for prior to commencing with LSV.