

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

PURPOSE

The purpose of this policy is to ensure equal employment opportunities and fairness are afforded to all in relation to recruitment, promotion, learning and development, performance management, and other workplace practices, and to promote a harmonious working environment free from discrimination.

This policy is guided by the Equal Opportunity Act 1984.

DEFINITIONS

Board: Means the management committee of the Club.

Club: Means the Sorrento Bowling Club (Inc.).

Discrimination: Discrimination consists of treating a person less favourably, purely on the grounds of a personal characteristic such as race, gender, age, disability, or sexuality.

Equal Employment Opportunity (EEO): Is the absence of discrimination or favoured treatment on the grounds of gender, age, race, nationality, family status, disability, sexual orientation, or any other factors not directly related to competence.

Worker: Any person employed by the Sorrento Bowling Club in a permanent, temporary, or casual capacity.

Victimisation: Behaviour that includes threatening, harassing, or punishing a person in any way because they have raised a complaint or objected to the manner in which they have been treated.

POLICY STATEMENT

The Sorrento Bowling Club is committed to the principles and practice of equal employment opportunity. All existing workers and applicants for a position will be given a fair opportunity to compete for appointment, promotion, professional development, or transfer. All procedures and decisions regarding appointment, promotion, or transfer will be based solely on the applicant's skills and ability to meet the requirements of the position.

When advertising for positions, managers will ensure advertisements contain the skills, qualifications, knowledge, competencies, and experience necessary for the job in order to attract the best candidates. It is unacceptable and unlawful to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

During the screening, shortlisting and interview process, managers will avoid making assumptions based upon stereotypes and other misunderstandings. The Board aims to monitor our recruitment information so that we can examine the effect of the equal opportunities policy and consider making

any necessary improvements.

The Club expects all workers to act in such a way as to foster a climate of equal opportunity within the organisation. Managers have a particular responsibility to ensure that the philosophy of equal opportunities underlies all their relationships with workers, contractors, members, and other stakeholders, and that all business and employment policies and procedures are applied in an objective and systematic manner, such that unjustifiable discrimination is eliminated.

This policy relates to all areas of employment, recruitment, and staff management practices and procedures including:

- advertising for positions.
- job descriptions and selection criteria.
- interview questions and processes.
- selection panel composition and practices.
- appointment decisions and procedures.
- training and development.
- transfer, promotion, and temporary higher duties.
- remuneration, benefits, and rewards.
- performance management, discipline, and dismissal.
- grievance and dispute resolution.

This policy recognises that EEO is an employment obligation and a legal responsibility. All decisions relating to employment opportunities, including recruitment and promotion, will be based on merit. All workers, particularly managers, must ensure this policy is adhered to at all times.

Responsibilities

Workers of the club are responsible for:

- Understanding and adhering to the guidelines outlined in this policy.
- Ensuring they do not discriminate against any other worker, contractor, member, guest or visitor or other stakeholder of the Club.
- Reporting any discrimination or breaches of this policy to senior management.
- Ensuring they do not engage in victimization.

Members of the Board, managers and senior leaders of the Club are responsible for:

- Ensuring workers understand and adhere to the guidelines outlined in this policy.
- Ensuring recruitment and selection processes are carried out fairly and lawfully.
- Ensuring all workers are treated fairly and are not discriminated against.
- Correcting any unacceptable behaviour displayed by workers, contractors, members, guests or visitors.
- Fostering a culture that is safe, respectful, and inclusive.
- Promptly managing any incidents of discrimination as a matter of priority and following correct procedures where a report or complaint has been made.
- Role modelling appropriate behaviours and ensuring that unlawful and disrespectful behaviours are addressed and not tolerated.

- Ensuring that all workplace decisions involving workers are based on merit, and do not consider unlawful personal characteristics of the worker.

The Board is committed to providing equal opportunities for all job applicants and workers, and by adhering to this policy, we will ensure that we do not discriminate in any way and that equal opportunities are available to all.

PROCEDURES

All complaints of discrimination or a breach of this policy will be treated seriously and confidentially with the appropriate support and action taken to resolve the offending behaviour. The victimisation of people making complaints, who are intending to make a complaint, or are giving evidence in relation to a complaint, is inexcusable and will not be tolerated.

If you believe that you have been discriminated against in the workplace, or a colleague or manager has breached this EEO policy, you are entitled to lodge a complaint. Complaints or grievances can be lodged with your direct manager, or a member of the Board. For further information please refer to the *Bullying, Harassment and Discrimination Policy* and the *Grievance and Dispute Resolution Policy* as appropriate.

If you are unsure about any part of this policy, it is your responsibility to seek clarification from your manager or a member of the Board.

BREACHES

If a worker is found to have breached this policy, they will be subject to disciplinary action which may result in termination of employment. This is determined on a case-by-case basis depending on the severity of each case.

ADDITIONAL SUPPORT

Workers can contact their manager or a member of the Board if they require further assistance with the Club's EEO Policy, or they wish to discuss a matter of concern.

APPROVED BY THE BOARD
SORRENTO BOWLING CLUB (INC.)

18 NOVEMBER 2024