

Equity and Equal Opportunity Policy

PURPOSE

To provide a safe, harmonious workplace and learning environment, free from harassment and discrimination by actively promoting EEO principles through every facet of organisational behavior and policy.

To ensure that all parties are treated, and treat each other, with respect and dignity.

PERSONS AFFECTED BY THIS POLICY

EO, managers, staff, tutors, volunteers, students and clients.

POLICY RATIONALE

- To achieve a workplace environment which allows all staff and clients to develop to their full potential - leading to improved efficiency, greater productivity, enjoyment and achievement , motivation and morale.
- To provide equal access to promotion, career development opportunities, training, transfers and other benefits of employment based on merit, not on stereotypes or discriminatory values – the best person in each situation.
- To ensure that job applicants are assessed in fair and open competition according to their abilities, skills and personal qualities, without discrimination, patronage or favouritism.
- To ensure that all student enrolment procedures and teaching/assessment strategies are conducted according to AQTF standards.

GROUNDINGS OF DISCRIMINATION

Discrimination is unlawful under Commonwealth and Victorian legislation. Thus discrimination on any of the following grounds will not be tolerated:

- age
- sex
- physical or mental disability/impairment
- industrial activity/inactivity
- career status
- lawful sexual activity / sexual orientation
- marital status, including de facto relationships
- pregnancy
- physical features
- political belief, activity or affiliation
- race
- skin colour
- ethnic or social origin
- religious belief or activity
- status as a parent or carer

- personal association with someone of the above attributes
- irrelevant criminal conviction

It is also unlawful to request information, either orally or in writing that may be used for discriminatory purposes.

EMPLOYEES & CLIENTS

All employees and clients of the Harness Racing Training Centre have a legal and moral responsibility to treat each other fairly and demonstrate sensitivity to individual differences. All parties are expected to fulfill these responsibilities as a condition of employment or enrolment. Where a person believes they may have been discriminated against or harassed they are encouraged to raise the matter with their tutor or area manager.

AFFIRMATIVE ACTION FOR WOMEN

In line with the *Affirmative Action Act, 1986*, TTS is committed to removing any barriers to equal opportunity faced by women and will take positive steps to promote their equality.

IMPLEMENTATION

Breaches of this Equity and Equal Opportunity Policy will be dealt with promptly and decisively. Tutors and managers are to treat reports of possible discrimination seriously and sympathetically and to investigate them thoroughly. They are also obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.

COMPLAINT PROCEDURES

The complaint procedures relating to breaches of this policy involve the employee or client initiating the following:-

- Discussion with the relevant trainer or manager about the complaint
- If it is unable to be resolved at this level, the complaint can be referred to the CEO.
- If the complaint cannot be resolved internally the Harness Racing Training Centre will advise the employee or client of the appropriate body where he or she can seek further assistance.