


METROPOLITAN FIRE AND EMERGENCY SERVICES BOARD

ORGANISATIONAL PROCEDURE		Procedure:
Title: EQUAL EMPLOYMENT OPPORTUNITY		Prepared By: Organisation Consultant
		Authorised By: Manager Personnel
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Purpose:	To ensure that the Metropolitan Fire and Emergency Services Board's ('MFESB') complies with legislative requirements as they relate to equal employment opportunity.
Scope:	This policy applies to all employees of the MFESB.
Responsibility:	Equal Employment Opportunity Co-ordinator
References:	
Definitions:	<ul style="list-style-type: none"> ▪ "Employees" refers to employees, prospective employees, work experience students, contract workers and commissioned agents of the MFESB ▪ "EEO" refers to Equal Employment Opportunity
Procedure:	<p>1. (1) Metropolitan Fire and Emergency Services Board employees¹ are entitled to be treated on the basis of their true abilities and merit, and to work in an environment which is free of discrimination and harassment.</p> <p>(2) The Board is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of the organisation and recognising the true potential of employees.</p> <p>(3) All employees are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.</p> <p>(4) All human relations policies and practices will be based on the merit principle. This is to be interpreted to mean selecting and/or rewarding the <u>best</u> person in each situation; it does not mean there will be favouritism or quotas.</p> <p>(5) Discrimination, in employment and the supply of goods and services, is unlawful under Federal and State and Territorial legislation; thus, stereotyped assumptions based prejudice will have no place in the Board and there shall be no discrimination on the grounds of:</p> <ul style="list-style-type: none"> (a) age; (b) breastfeeding; (c) carer status (d) disability (e) gender identity (f) industrial activity (g) marital status (h) parental status (i) physical features (j) political belief/activity; (k) personal association; (l) pregnancy; (m) race; (n) religious belief/activity; (o) sex (p) sexual orientation/lawful sexual activity. <p>(6) The Board is committed to removing any barriers to equal opportunity faced by women and other designated groups, and will take positive steps to promote their equality.</p>

	<p>Responsibilities - Employees</p> <p>2. (1) All employees of the Board have a legal and moral responsibility to treat each other fairly, and are expected to fulfil these responsibilities as a condition of employment.</p> <p>(2) All employees are obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.</p> <p>(3) Where employees believe they may have been discriminated against on any of the above grounds, they are encouraged to raise the matter with their supervisor or another manager. Alternatively, they may raise the matter with the Director or Human Resources Directorate staff.</p> <p>Responsibilities – Manager and Supervisors</p> <p>3. (1) Managers, supervisors and the EEO Co-ordinator are obliged to treat reports of possible discrimination seriously and sympathetically, and to investigate them thoroughly.</p> <p>(2) Established breaches of the Board's EEO policy are to be made subject of disciplinary action, and may result in dismissal of the offender.</p> <p>Responsibilities - EEO Co-ordinator and Personnel Department</p> <p>4. (1) The Board's EEO Co-ordinator through the Director Human Resources, has major responsibility for implementation of the Board's Equal Employment Opportunity Policy.</p> <p>(2) The EEO Co-ordinator and other Personnel Department staff have the day to day administrative responsibility for implementation of the Board's Equal Employment Policy.</p>
Documentation:	
Verification:	

Procedure Approved

	Name (Print)	Signature	Date
Chair Qualcom			
Member Qualcom Procedures Sub Committee			