

Equal Opportunity Policy

Policy

Maxima are firmly committed to the principal and practice of equality of opportunity for all participants, jobseekers, apprentices, staff and on-hire employees involved in any Maxima programme including recruitment, education, training and employment. By providing a non-discriminatory environment we believe we will enhance the opportunities for individuals to develop rewarding and satisfying careers.

Maxima recognises that particular groups of people in society have experienced, and continue to experience, disadvantage and unequal employment opportunities. Historically groups facing discrimination and disadvantage include, but are not limited to, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds (CALD), women, people living with a disability, persons who are long term unemployed and persons who are rurally isolated. We aim to achieve best practice by promoting and establishing strategies and processes which work towards addressing barriers to employment for such client groups.

Principle

In keeping with this commitment, Maxima strives to provide employment, training programs and services that are accessible, fair, inclusive and will ensure:

- Equity of access is considered in the planning stage of new employment, training and service initiatives
- Physical facilities appropriately reflect diverse needs
- Programs, services and employment opportunities are promoted and delivered in a manner that reflects our diverse client population and sufficient information is provided in an appropriate format to enable informed decisions to be made by applicants, job seekers, participants and, where appropriate, their chosen advocates
- Recruitment, employment and training selection processes are fair and equitable allowing the widest possible access within the community
- Processes and procedures provide under represented groups the opportunity to achieve the same outcomes as other members of the community
- Staff are trained and made aware of their obligations and responsibilities under this policy which may include specific training such as cultural and disability awareness
- We encourage practices, develop structures and promote behaviours that foster equality and reduce disadvantage
- Collaboration with relevant service providers to better address barriers
- Job-seeker, trainee, participant and other stakeholder experience is used in the continuous improvement of service delivery

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- Any discrimination on the grounds of gender, marital status, pregnancy, family responsibility, race, religion, sexuality, national identity, age or political belief, which are not only illegal but are inconsistent with our commitment to equal opportunity, is not tolerated
- Staff with specific responsibilities under this policy will receive appropriate training and resources to operate their role.

Legislative Obligations

Maxima acknowledges the legal obligations under State and Federal equal opportunity law and contractual obligations to ensure our practices are fair, equitable and non-discriminatory, including:

- Standards for Registered Training Organisations (RTOs) 2015
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- WHS Act SA 2012.

Responsibilities

Managers have a responsibility for fostering and implementing access and equity practice by ensuring:

- Equal Opportunity policies are in place and understood by all staff
- Barriers to access and participation are identified and strategies developed to overcome them

Key staff, identified as having specific roles in relation to this policy, include the CEO, Equal Opportunity Officer, Human Resources Manager and Contact Officer.

All staff are responsible for ensuring that they understand and implement this policy or seek clarification in order to do so.

Associated Documents

- Bullying and Harassment Policy (GP 013)
- Code of Conduct Policy (GP 003)
- Recruitment and Selection Policy (GP 025).