



Employment Equity and Diversity Unit

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Date approved:	13 August 1982	Date Policy will take effect:	On approval	Date of Next Review:	December 2010
Approved by:	University Council				
Custodian title & e-mail address:	Director, Employment Equity and Diversity Unit lynne_wright@uow.edu.au				
Author:					
Responsible Faculty/ Division & Unit:	Employment Equity and Diversity Unit				
Supporting documents, procedures & forms of this policy:	Bullying Prevention Policy Indigenous Employment Strategy Grievance Policy Procedures for Investigating Grievances				
References & Legislation:	Children in the Workplace and Study Environment Policy Respect for Diversity Policy Sexual Harassment Policy Disability Policy – Staff Disability Policy - Students				
Audience:	Public – accessible to anyone				
Expiry Date of Policy:	Not applicable				

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1. The University of Wollongong is guided in all its activities by a commitment to the principles of equal employment opportunity and social justice, high ethical standards including accuracy, honesty, cooperation, respect, tolerance and acceptance of obligations as well as rights.
2. The University aims to create a positive, equitable environment in which all staff and students are treated fairly. It is committed to providing an environment where students and staff can work effectively without fear of discrimination or harassment. It seeks to celebrate the diversity of our campus community.



Definitions

Not Available.

Application & Scope

3. This policy applies to all staff of University of Wollongong at campuses located within Australia and to all staff of the University of Wollongong employed within Australia undertaking activities overseas.

Delegations

4. The Vice-Chancellor, Senior Deputy Vice-Chancellor and the Deputy Vice-Chancellor (Academic) with special responsibilities for equal opportunity are responsible for equal opportunity, discrimination and harassment policies.
5. Development, coordination and implementation of the equal employment opportunity policies are the responsibility of Director of EEO (in consultation with the EED Committee). Accountability for ensuring that equal employment opportunity is implemented throughout faculties, schools, departments and divisions rests with all Deans, Associate Deans, Directors and unit Heads.
6. Implementation of equal employment opportunity is the responsibility of all staff.

Equal Opportunity on Campus

7. Equal opportunity will be actively promoted on campus by:
 - a. creating an environment free of discrimination and harassment;
 - b. providing clear and accountable educational and management policies and practices;
 - c. developing, implementing, monitoring and reporting on equity strategies and plans;
 - d. developing and operating affirmative action programs to increase access and promote success in employment for designated under-represented groups;
 - e. providing the campus community with comprehensive learning and awareness programs on equity issues;
 - f. enhancing the quality of student learning through the provision of culturally, socially and gender inclusive curricula, teaching methods, assessment and campus support services; and
 - g. providing effective mechanisms to resolve complaints.

Equal Employment Opportunity

8. The University undertakes to promote equal employment opportunity for staff in all aspects of the University's activities. Equal employment opportunity results when the person best qualified is successful without discrimination through processes which are open, transparent, competitive and based on merit. The University has a longstanding commitment to the elimination of unlawful direct and indirect discrimination and harassment on the basis of:
 - a. race, colour, descent, national or ethnic origin, ethno-religious background;
 - b. sex;
 - c. marital status;
 - d. pregnancy or potential pregnancy;
 - e. disability, (including physical, intellectual or other disability and illnesses such as HIV/AIDS) whether real or imputed, past, present or future disabilities;
 - f. age;
 - g. homosexuality;
 - h. transgender status; or
 - i. carers' responsibilities.



9. This policy relates to all aspects of employment, including recruitment and selection, promotion, job classification, staff development, supervision and interpersonal relationships.
10. The University is committed to policies and programs ensuring that persons with equivalent skills and qualifications have an equal chance of obtaining a position and of advancing within the University.
11. Staff members have the right to work and access services in an environment that is safe, equitable, free from discrimination and harassment, and in which everyone is respected and treated fairly. Staff also have a responsibility to treat other staff and students fairly, with respect and without discrimination or harassment.
12. This policy complies with Commonwealth and NSW anti-discrimination legislation. Reference to specific legislation, and a summary of the grounds and areas covered by specific legislation are available through EO Online at
 - http://eonline.uow.edu.au/side_resources.html#commonwealth
 - http://eonline.uow.edu.au/side_resources.html#nsw_state
 - http://eonline.uow.edu.au/1_aust_summary.html

Roles & Responsibilities

13. Heads of Units, managers and supervisors are required to implement equal opportunity in the workplace on a day-to-day basis. In practice, this includes but is not limited to:
 - a. taking active steps to prevent and eliminate discrimination and harassment;
 - b. dealing fairly and equitably with complaints or grievances from staff;
 - c. managing staff fairly, including consulting staff about decisions affecting them;
 - d. providing all staff with equitable access to development opportunities (i.e. training, study leave) to achieve career goals;
 - e. conducting recruitment and selection processes fairly and in accordance with correct procedures; and by
 - f. assisting members of equal employment opportunity (EEO) target groups.

Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	13 August 1982	University Council	New Policy
2	9 October 1987	University Council	Adopted amended policy.
3	26 November 2004	University Council	Adopted amended policy.
4	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Policy Template as per Policy Directory Refresh
5	9 March 2010	Vice-Principal (Administration)	Future review date identified in accordance with Standard on UOW Policy
6	03 March 2011	Senior Manager, Policy & Governance	Minor amendments to reflect changes in the Senior Deputy Vice-Chancellor's title and updated links for Anti-Bullying Policy.
7	17 May 2011	Director, Employment Equity and Diversity Unit	References to Anti-Bullying Policy amended to Bullying Prevention Policy.



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14 October 2011

Senior Manager, Policy &
Governance

Reference to Children on Campus Policy
updated to Children in the Workplace and
Study Environment Policy.