

# Equal Employment Opportunity Policy

- 1. Purpose of the policy/ Policy Statement**

Cultural Infusion provides equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. CI will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.
  
- 2. Detailed Policy Statement**

At Cultural Infusion, we are committed to ensuring a workplace free of discrimination and harassment. This commitment is based, in part, on the need to ensure that our organisation complies with equal opportunity laws. We are also committed to providing a safe and pleasant working environment for all employees and encouraging good working relationships between employees.

Cultural Infusion will endeavour to ensure that in the application of all company policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within the organisation. The basis of employment decisions is the individual merit of employees.

Cultural Infusion will also endeavour to ensure that no sexual, racial or other harassment occurs in the workplace.

Cultural Infusion is committed to achieving the following Equal Employment Opportunity (EEO) objectives:

  - to ensure all employees subcontractors and audience at Cultural Infusion Events are treated fairly
  - to fully utilise and develop the potential of every employee
  - to keep all policies and procedures consistent with EEO principles
  - to augment employee morale and motivation by increasing staff confidence in the fairness of our human resource practices and access to employment opportunities
  - to ensure achievement of our objectives through our EEO program which includes the training of staff on EEO and related issues

Cultural Infusion strives for equality of opportunity in which everyone is able to compete, in relation to employment and its opportunities, on the same terms.
  
- 3. Responsibilities**

<b>Management</b>	It is part of the role of management to ensure that harassment does not occur in the workplace. Managers and supervisors must ensure they do not engage in harassing behaviour themselves.
	When a manager or supervisor observes harassment occurring in the workplace, they should take steps to stop it and warn the person involved of the consequences if the offending behaviour continues.

Management is also responsible for ensuring that all staff are aware that harassment will not be tolerated in the workplace and that complaints will be dealt with in accordance with the terms of the Cultural Infusion EEO Complaint Handling procedure as set out in this policy.

If you inform a manager or supervisor about harassment, he/she is obliged to maintain confidentiality in the handling of your complaint. If however, the manager or supervisor feels that he/she is not the appropriate person to handle the complaint, he/she will refer the matter to an EEO contact person or to the Director, Finance & Administration who will be able to assist you.

**Employees** Employees are legally obliged to ensure that they do not harass other employees, managers, or supervisors, subcontractors and participants in Cultural Infusion events.

Employees are expected to comply with company policy and refrain from engaging in discriminatory or harassing behaviour. Should a complaint of discrimination or harassment be made, it will be investigated in a confidential manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.

The EEO Complaint Handling procedure set out in this policy details the action employees can take if they feel that they have been harassed or discriminated against. The procedure also explains what will happen if a complaint of harassment or discrimination is made against you.

#### 4. Definitions

Merit	Based on skills, abilities and knowledge deemed to be most suitable for the job
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#### 5. Cognizant Office(s)/ Getting Help

*If you require any assistance in regards this policy, please contact:*

- Cultural Infusion HR/ Administration department;
- Or, CEO Peter Mousaferiadis

#### 6. Related Policies/ Reference for more Information

Related Policy & Procedure Statements	
	1. 'Staff Complaints & Grievances Policy & Employee Complaint Procedure'
	2. 'Bully Procedure and Policy'
	3. 'Sexual Harassment, Discrimination & Workplace Bullying Policy'

Related Legislation and Guidelines:	<ol style="list-style-type: none"> <li>1. 'Work Health and Safety Act 2011' <a href="https://www.legislation.gov.au/Details/C2016C00887">https://www.legislation.gov.au/Details/C2016C00887</a></li> <li>2. 'Fair Work Act 2009' <a href="https://www.legislation.gov.au/Details/C2017C00144">https://www.legislation.gov.au/Details/C2017C00144</a></li> </ol>
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## 7. Implementation Procedures

### 8.1. Achieving Employment decisions based on merit

All decision made in regards to employment are to be based on merit. To ensure this, the following principles need to be strictly adhered to:

- Decisions made in regards to the recruitment of new employees are based on the best qualified individual for the position
- All job promotions and awarding is based on merit
- Judgements on employees are based on their relative ability to carry out the duties of the position and their performance
- Requirements of jobs are the primary focus and irrelevant any irrelevant criteria are excluded