Equal Employment Opportunity Policy and Procedure

Version 1.2  Effective Date: 23/11/2013

Purpose
To document the dimensions of IHMs Equal Employment Opportunity Policy

Scope
This policy applies to all staff employed by IHM

Responsibility
Human Resource Manager

Principles

That IHM provides equal employment opportunity to all qualified persons without discrimination or harassment based on protected characteristics under equal opportunity laws and ethical frameworks applicable in the states in which IHM operates.

That IHM makes reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

That IHM seeks to attract and retain the best possible employees; provide a safe, respectful and flexible work environment; and deliver services in a safe, respectful and reasonably flexible way.

That all recruitment, selection and promotion decisions will be based on the best qualified and experienced candidate who can perform the genuine occupational requirements of the position.

That IHM provides equal opportunity in employment to all suitably able people without discrimination or harassment based on a personal characteristic protected under the Equal Opportunity Act. They include: age, physical features, lawful sexual activity; sex; gender identity; sexual orientation; race; disability; marital status; parental status; carer status; pregnancy; breastfeeding; industrial activity; political belief or activity; religious belief or activity; and


personal association with someone who has, or is assumed to have, one of these personal characteristic.

Procedures

The Equal Opportunity Employment process is reflected throughout IHM’s staff recruitment, selection, appointment, induction and performance management processes.

Supplementary Information

Related policies/procedures:  
- Recruitment, Selection, Appointment and Induction Policy  
- Performance Management Policy  

Benchmarking:  Not applicable  

Supporting research and analysis:  Not applicable  

Related documents:  Position Descriptions  

Related legislation:  
- Racial Discrimination Act 1975  
- Sex Discrimination Act 1984  

Guidelines:  Not applicable  

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Equal Employment Opportunity Policy and Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Committee</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Endorsement Committee</td>
<td>Quality Assurance and Risk Management Committee</td>
</tr>
<tr>
<td>Policy Status</td>
<td>Amended</td>
</tr>
</tbody>
</table>
Equal Employment Opportunity Policy and Procedure

Version 1.2  Effective Date: 23/11/2013

Date of Approval                  22/02/2013
Responsibilities for Implementation Senior Academic Team
Key Stakeholders                  CEO
                                      Director of Studies
                                      HR Manager
Date for Next Review              22/02/2016
Policies Superseded by this Policy None

Table of Amendments

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Version Date</th>
<th>Authorised Officer</th>
<th>Amendment Details (short description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>11/11/2012</td>
<td></td>
<td>Creation of Draft Policy</td>
</tr>
<tr>
<td>1.1</td>
<td>22/02/2013</td>
<td></td>
<td>Approved by the Board of Governors</td>
</tr>
<tr>
<td>1.2</td>
<td>23/11/2013</td>
<td></td>
<td>New version approved by the Board of Governors</td>
</tr>
</tbody>
</table>
Acknowledgement

In drafting this policy, IHM staff read and gained ideas from similar policies developed by:

Queensland University of Technology
RMIT University
Edith Cowan University
Victoria University
Sydney College of Business and Information Technology
Australian Institute of Technology