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| No:  | Name: EMPLOYMENT - EQUAL OPPORTUNITY POLICY - volunteers |
|  |  | Ratified  |  |
|  |  | Reviewed and Updated |  |
|  |  | Next Review |  |

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**PHILOSOPHY**

XXXX Neighbourhood House has a commitment to the principles of equal opportunity. We believe that people have the right to participate fully in the community without being subjected to discrimination, stigmatisation or prejudice. We believe that equitable service delivery and employment policies and practices are essential to uphold the philosophy and aims of the XXXX Neighbourhood House.

The support of everyone involved with the XXXX Neighbourhood House is vital to achieving equity and equal opportunity. All discriminatory behaviour is undesirable, may be unlawful, and will not be condoned in any way at the XXXX Neighbourhood House.

In Victoria, discrimination is unlawful under the –

[Racial Discrimination Act 1975](http://www.hreoc.gov.au/about_the_commission/legislation/index.html), [Sex Discrimination Act 1984](http://www.hreoc.gov.au/about_the_commission/legislation/index.html),

[Disability Discrimination Act 1992](http://www.hreoc.gov.au/about_the_commission/legislation/index.html), [Human Rights and Equal Opportunity Commission Act 1986](http://www.hreoc.gov.au/about_the_commission/legislation/index.html), Equal Opportunity Act 1995

Discrimination is unlawful in the areas of employment, education, provisions of goods and services, and accommodation. Discrimination refers to actions based upon -
” gender, marital status, (defined as being single, married, de-facto, widowed or divorced), pregnancy, parenthood, race (including colour, nationality, or ethnic origin), age, sexual preference, disability, religious or political conviction.”

# POLICY

XXXX Neighbourhood House is an equal opportunity organisation committed to equity and access in the provision of its services and in employment. All staff, students and volunteers of the XXXX Neighbourhood House have the right to an environment free from discrimination.

All volunteers are entitled to access employment, promotion, training on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

As an employer the XXXX Neighbourhood House will operate without any source of direct or indirect discrimination based on gender, marital status, (defined as being single, married, de-facto, widowed or divorced), pregnancy, parenthood, race (including colour, nationality, or ethnic origin), age, sexual preference, disability, religious or political conviction.

Paid staff, Committee members, students and volunteers are expected to take responsibility for behaving in fair and non-discriminatory ways themselves, and to actively discourage any form of discrimination they may encounter at the XXXX Neighbourhood House.

The Equal Opportunity Act is applicable to all staff - paid and unpaid.

**PROCEDURES**

* All human relations policies and practices at the XXXX Neighbourhood House be based on the merit principle
* Every employee, Committee member, student, and volunteer has a personal responsibility to treat all other employees, Committee members, students and volunteers who have contact with the organisation with fairness and equality, so that the working environment is free from discriminatory activities and practices.
* The XXXX Neighbourhood House may apply disciplinary action if an incident of discrimination has occurred