

<b>POLICY:</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<b>NVR Ref:</b>	<b>Standard 5</b>
<b>IBI Ref:</b>	<b>IBI-2- E3</b>
<b>Purpose</b>	<p>To ensure that there will be no employment discrimination based on race, colour, religion, national or ethnic origin, age, gender, sexual orientation, marital or parental status, physical or mental impairment or any other status protected by law.</p>
<b>Scope</b>	<p>Covers all matters relating to employment within the Institute.</p>
<b>Responsibility</b>	<p>The CEO will have overall responsibility for ensuring equal employment opportunities are practiced by the Institute and will have responsibility for:</p> <ul style="list-style-type: none"> <li>• Position Descriptions</li> <li>• Advertising and arranging interviews</li> <li>• Staff appraisals</li> <li>• Statutory obligations</li> </ul>

PROCEDURE:	EQUAL EMPLOYMENT OPPORTUNITY
NVR Ref:	Standard 5
IBI Ref:	IBI-2- E3
Action/Method	<p>The Institute will offer employment opportunities to all qualified individuals, whether employees or applicants for employment, without regard to race, colour, religion, national or ethnic origin, age, gender, sexual orientation, marital or parental status, physical or mental impairment or any other status protected by law.</p> <p>The Institute’s policy of non-discrimination must prevail throughout every aspect of the employment relationship, including recruitment, selection, placement, assignment of responsibilities, evaluation of performance, training, compensation, benefits, promotion, transfer, access to facilities and services, discipline, termination and any other decisions, terms or conditions of employment.</p> <p>Employment opportunities will be open to all qualified applicants solely on the basis of their experience, aptitudes and abilities.</p> <p>In the Institute’s recruitment endeavours, all evaluations will be made based solely on the qualifications or specifications required to perform the job.</p> <p>When considering candidates for advancement or promotion from within the Institute, evaluations will be made based solely on the individual’s qualifications, job performance, ability, attitude and potential for promotion.</p> <p>Every Manager is responsible for administering employment practices in accordance with this policy.</p> <p>The CEO is responsible for remaining informed about equal employment opportunity laws and issues and for ensuring the currency of all the Institute’s employment policies and practices, both legally and in terms of prevailing community standards.</p> <p>The CEO is also responsible for communicating the equal employment opportunity message to all employees on a regular basis, and for training employees wherever necessary so they are fully conversant with the principles and apply them in their work.</p> <p>If an employee has a complaint or query about an equal employment opportunity matter, it should be raised with his or her supervisor. Employees may refer to another manager if not comfortable raising a matter directly with his or her supervisor. Matters raised should be handled in accordance with the Complaints and Appeals Procedure.</p> <p>Violation of the Institute’s Equal Employment Opportunity Policy will be</p>

	<p>grounds for termination of employment.</p> <p><b>REFERENCES</b></p> <p>Complaints and Appeals Procedure</p> <p>Human Resources Management Policy and Procedure.</p>
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**VERSION CONTROL**

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes