

Title: **EEO for Women in the Workplace**
Policy No: 071
Adopted By: Executive Leadership Team
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Responsibility: Chief Executive Officer
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Version	Adoption Date	History
1	02/09/2013	Adopted by COG
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1 Policy Summary

City of Darwin recognises that historically women have been in a disadvantaged position in the workplace. This Policy aims to provide Council's position on gender equality in employment and in the workplace.

This Policy applies to all employees of the City of Darwin, as well as temporary agency employees, contractors, volunteers, trainees, apprentices and persons undertaking work experience.

2 Policy Objectives

To formulate Council's recognition of the importance of Equal Employment Opportunity (EEO) for women; and to prescribe the responsibilities and procedures to be set out in any associated Council policies and procedures, including the *EEO Procedure*.

3 Background

Council is committed to best practice in the development of procedures and policies and model its gender equity on those outlined under the *Workplace Gender Equality Act 2012* by committing to the following:

- The promotion and improvement of gender equality in employment and in the workplace;
- Identifying and removing barriers to the full and equal participation of women in the workforce;
- Aiming to eliminate discrimination on the basis of gender in relation to employment matters, including in relation to family and carer responsibilities; and
- Fostering workplace consultation with employees on issues concerning gender equality in the workplace.

4 General

Council recognises that the following employment matters as identified in the *Workplace Gender Equality Act 2012*, impact on female participation in the workforce and gender equality in employment:

- The recruitment procedure, and selection criteria, for appointment or engagement of persons as employees;
- The promotion, transfer and termination of employment of employees;
- Work organisation including flexible working arrangements;
- Conditions of service of employees, including equal remuneration between women and men;
- Arrangements for dealing with sex-based harassment of employees in the workplace;
- Arrangements for dealing with pregnant, or potentially pregnant employees and employees who are breastfeeding their children; and
- Arrangements relating to employees with family or carer responsibilities.

Council will have procedures in place to ensure that:

- The recruitment process does not directly or indirectly discriminate against women;
- Promotion, transfer and termination decisions are made on an equitable basis and women are given equal opportunity to act in higher positions;
- Flexible working arrangements exist to accommodate family and carer responsibilities where practical;
- Conditions of service of employees are applied equitably between women and men, and contract employees are remunerated appropriately with no disparity on the basis of gender;
- Sex-based discrimination and/or harassment of employees in the workplace is dealt with appropriately;
- Women are not disadvantaged on the basis of pregnancy, potential pregnancy or breastfeeding.

The aim of Council's actions is to attempt to remove any remaining barriers that prevent women in our workplace from achieving equality. This action does not mean that a quota system will be put in place or that men will be discriminated against. What it does mean is that Council will aim to base all employment and contractual decisions, such as recruitment and promotion, on the principle of merit.

5 Legislation, terminology and references

Workplace Gender Equality Act 2012
EEO Procedure

6 Implementation and delegation

Employees will be made aware of this policy through information sessions, induction and emails.

7 Evaluation and review

Policy to be reviewed in accordance with *Policy 032 – Policy and Procedures Framework*, clause 5.3 - Reviewing Existing Policies and may be amended at any time as approved by the CEO.