

## Equal Opportunities Policy

### Overview

Melton Primary School is aware that as an equal opportunity employer, the Department is committed to providing safe, inclusive and respectful workplaces, which are free from discrimination and harassment.

Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services. Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law.

Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination, sexual harassment and victimisation; and provide redress for people whose rights have been breached.

### Legislations

In Victoria, the main legislation which makes it unlawful to discriminate is the Equal Opportunity Act 2010. Other relevant Victorian laws are the Charter of Human Rights and Responsibilities Act 2006 and the Racial and Religious Tolerance Act 2001.

At the Commonwealth level, there is a range of legislation that provides for equal opportunity, including the Fair Work Act 2009, the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992 and the Age Discrimination Act 2004.

The Department's Equal Opportunity and Anti-discrimination Policy sets out the rights and responsibilities of employees and the Department in relation to equal opportunity. All

Department employees are required to comply with the legislation and the Department's Policy. Managers and principals are required to ensure that the Equal Opportunity and Anti-discrimination Policy, legislation and supporting principles and practices integration into appropriate workplace plans and activities.

- [Legislation](#)
- [Ministerial Orders](#)
- [Delegations](#)
- [Industrial Awards](#)
- [Industrial Agreements](#)

## Melton Primary School will ensure:

Staff are made aware of the Department's [Equal Opportunity Policy and Anti-Discrimination Policy](#) and a copy or a link to it should be included in the Staff Manual/Handbook.

Volunteers and contractors should be informed (eg through your school's Volunteers Policy and Visitors Policy) that they are expected to comply with relevant school and Department policies relating to respectful workplace behaviours such as the [Equal Opportunity Policy and Anti-Discrimination Policy](#).

Staff are made aware of this policy in staff induction processes and through other means on a regular (eg annual) basis, for example, reminders at a staff meeting. This could be in conjunction with reminders about other policies relating to respectful workplaces including the Department's [Workplace Bullying Policy](#) and the [Sexual Harassment Policy](#) that apply to all schools.

## Reporting and Support

To report discrimination or harassment in our workplace or seek support, employees can speak with their principal or manager or the Employee Conduct Branch. Workplace Contact Officers (WCOs) are a good point of contact to find out who is best to talk to for your situation. Further information is available using the links below.

Support is available to employees, principals and managers involved in reporting and managing a discrimination or harassment complaint, even after the matter has been resolved.

Employees can also access four free and confidential counselling sessions through the Employee Assistance Program (EAP) on 1300 361 008. The EAP also has a dedicated Manager Assist telephone advisory service to support principals and managers to access management

support and coaching. Further information about Employee Safety and Support Services is available using the link below.

An e-module has been created to help you understand Equal Opportunity and how representative behaviours apply to your role. This module is one of a suite of modules linked to the Department's commitment to respectful workplaces.

## Collection of Staff Information

The Department respects its employees and its legislative obligations to support them.

One important way of achieving this is recognising that staff have diverse gender identities. The policy for the Collection and Reporting of Staff Gender Information has been developed by the Department and sets out when and how to collect information on staff gender. This ensures that privacy is maintained and staff information can be collected in a respectful and consistent way, Melton Primary will follow the procedures in this policy.

## Other Resources

- Equal Opportunity and Anti-Discrimination Policy ([PDF](#)) ([WORD](#))
- Equal Opportunity Guidelines for Victorian Government Schools ([PDF](#))
- Collection and Reporting of Staff Gender Information ([PDF](#)) ([WORD](#))
- [LearnED information and Help Documents](#)
- [Equal Opportunity LearnED training module](#) (Login to eduPay is required)

Melton Primary School Council approves the adoption of the Department's Equal Opportunity and Anti-Discrimination Policy for all school council employees, volunteers and contractors engaged by the school council approved by School Council on 19th November 2020