



HR-POL004

EQUAL OPPORTUNITY POLICY

FEBRUARY 2017

Purpose

Hockey SA believes Equal Opportunity can deliver advantages to our Association and workplace. Treating people fairly has a positive impact on employees, volunteers and members and enhances our reputation as an employer and sport of choice.

Equal Opportunity principles are in-line with our aim to get the best from our people and give them the greatest opportunity to do their work well.

This Policy and its principles are subservient to the Member Protection Policy. In the event of a discrepancy between the Member Protection Policy and this Policy, the Member Protection Policy shall apply.

Scope

This Policy applies to the scope of Hockey SA's direct responsibilities including operation of the State Hockey Centre. All employees and volunteers working for Hockey SA are covered by Equal Opportunity law and by this policy.

Individual Member Clubs and Regional Associations/Clubs affiliated with Hockey SA should consider their own circumstances and position regarding equal opportunity and may adopt this policy or develop their own.

Statement of Commitment

Hockey SA has an Equal Opportunity Policy which applies to all.

The Board and CEO have the responsibility for implementing this policy. Managers and supervisors have the responsibility to communicate the policy to employees & volunteers and ensure it is followed.

Hockey SA commits to fair treatment in our policies, procedures or practices in:

- employment – recruiting, selecting, terms and conditions, training, promotion and termination
- providing goods and services
- offering or providing training courses and accreditations

- offering membership to our Association and providing benefits.

Bullying, Discrimination, Sexual Harassment and Victimisation will not be tolerated.

Consistent with this, Hockey SA does not condone any form of unlawful discrimination or vilification, including that which relates to:

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| • Age | • Political beliefs or activities |
| • Sex or gender | • Religion, religious beliefs or activities |
| • Gender identity | • National extraction or social origin |
| • Intersex status | • Lawful sexual activity |
| • Race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration, disability, mental and physical impairment | • Profession, trade, occupation or calling |
| • Family/carer responsibilities, status as a parent or carer | • Member of association or organisation of employees or employers, industrial activity, trade union activity |
| • Marital status | • Defence service |
| • Pregnancy, potential pregnancy, breastfeeding | • Personal association with someone who has, or is assumed to have, any of the above characteristics |
| • Sexual orientation | |
| • Physical features | |
| • Irrelevant medical record | |
| • Irrelevant criminal record, spent convictions | |

Legitimate comment from a supervisor/manager on performance or work related behaviour is not unfair treatment. Supervisors/managers can give full and frank feedback in a constructive and sensitive way.

Rights and Responsibilities

Equal Opportunity law gives rights and responsibilities to employees, current and potential, and to employers.

Employees and volunteers have:

- the right for employment decisions to be made on merit
- the right not to be discriminated against, sexually harassed or victimised at work
- the right to be protected by their employers from these behaviours
- the right to complain
- the right to work in an environment free of discrimination and sexual harassment
- the responsibility not to discriminate against, sexually harass or victimise other employees or clients
- the responsibility to be familiar with this Equal Opportunity policy and complaint procedures
- the right to report to management if they are being harassed or bullied by anyone in the course of their work.

Members have:

- the right not be bullied, discriminated against, sexually harassed or victimised by Hockey SA

- a responsibility to show respect to Hockey SA employees and volunteers
- a responsibility to behave in a manner consistent with relevant code(s) of conduct in the Member Protection Policy.

Hockey SA has:

- the right to control, direct and monitor work performance
- the right to give legitimate comment on performance or work related behaviour
- the responsibility to ensure that the workplace and goods and services offered are free from discrimination, sexual harassment and victimisation
- the responsibility to take all reasonable steps to prevent these behaviours
- the responsibility to respond quickly, seriously and effectively to any complaints.

Complaints

If bullying, discrimination or harassment happens, then it will be followed up in accordance with relevant policies/procedures, including the Member Protection Policy. Any complaints about policy breaches will be dealt with promptly, fairly and confidentially.

In the first instance, employees/volunteers should contact their manager. They are able to:

- hear your complaint
- give you information on policies and procedures
- discuss options to resolve the problem
- refer you for more help if needed.

Where the person to whom a complaint would normally be reported is subject of that complaint, the complainant shall refer to the next highest level.

For complaints being made by members, these should be made in accordance with the Member Protection Policy.

In most cases, any further action will be guided by the person making the complaint.

If there is a risk to any employee's/volunteer's health or safety at work, action will be taken by management.

At any time employees/volunteers have the right to contact an external agency for advice or help. The South Australian Equal Opportunity Commission can be contacted via:

Telephone (08) 8207 1977
Website www.eoc.sa.gov.au

Anyone making a complaint or helping someone else to complain about unlawful bullying, discrimination or harassment is protected from being victimised for complaining.

Anyone found to have breached this policy or the law, or to have made a false or malicious complaint, will be disciplined. Discipline may include demotion, suspension or dismissal.

Review of policy

The Board of Hockey SA will review this policy annually or as often as it determines necessary and will make any changes it determines necessary or desirable.

Access to the policy

This policy will be available for viewing by any member of Hockey SA through its website or a copy will be provided upon request. A copy will be displayed in the Office Reception.

ANNEXURE – DEFINITIONS

Refer to related definitions in the Hockey Australia Member Protection Policy for:

- Bullying
- Cyberbullying
- Cyberstalking
- Discrimination: Direct and In-direct
- Harassment
- Sexual harassment
- Sexual offence
- Victimisation

Equal Opportunity: means fairly treating employees/volunteers and customers. Fair treatment is:

- treating people as individuals without making judgments based on irrelevant personal characteristics
- creating a work environment free from discrimination, harassment, bullying and victimisation
- allowing all employees/volunteers to work to their full potential
- making decisions based on merit.