

**POLICY**

**ACCESS AND EQUITY and EQUAL EMPLOYMENT OPPORTUNITIES POLICY**

**POL\_012**

Employer:	<b>AUSTRALIAN CONCERT AND ENTERTAINMENT SECURITY PTY LTD</b>			Worksite / Job:	<b>ACES OPERATIONS ALL ACES WORKSITES</b>		
For:	<b>ACES EMPLOYEES</b>						
Approved:	Travis Semmens	Date:	14/01/2013	Prepared:	Sonja Semmens	Date:	14/01/2013
Version	<b>V5</b>	Release:	<b>15/01/2013</b>	Review	3 years	Original:	01/07/2005

**Purpose:**

The broad principles of Access and Equity and Equal Employment Opportunity [EEO] are "Social Justice" and "Diversity". *Social Justice* refers to equity, access, participation and basic rights and *Diversity* relates to social, cultural and linguistic diversity.

The Policy should be read in conjunction with ACES Harassment Policy.

This policy is applicable to all ACES Employees including volunteer workers or contractors of ACES.

**Policy:**

ACES adhere to the guiding philosophies of:

- To offer resources and assistance in a manner which is fair and equitable and that accommodates differences between groups and individuals;
- The selection of employees (for employment) and candidates/clients (for training) based on merit and not on stereotypical examples or discriminatory values.
- That we measure people's skills and abilities equitably.
- We encourage employees to undertake further training, career development opportunities and provide financial assistance and support to enable this.
- To provide the ability to participate in decision making.
- That our workplaces and the services delivered reflect the community's diversity.
- We provide a workplace that is safe and harmonious.
- We educate our supervisors and managers to value and respect employees' differences and manage diversity by empowering others to act.
- To provide opportunities for redress, including allegations of discrimination and harassment grievances.
- We make widely known our expectations of our employees to adhere to these principles, and ensure that managers also have the willingness and capacity to implement them.

Commonwealth legislation safeguards these principles and ACES policy preserves it.

**1. Equal Employment Opportunity Employment Principles**

- 1.1. ACES confirm its commitment to the merit principle in recruitment and promotion of staff specifically prohibiting the consideration of any factor irrelevant to the nature of employment.
- 1.2. ACES is committed to the promotion of equal opportunity for all persons including women, indigenous Australians, people of all racial and ethnic groups and people with disabilities.

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- 1.3. This commitment is to be interpreted so as to be consistent with the operation of the merit principle in the recruitment, promotion and training of all staff.
- 1.4. ACES accept that as an employer and educator it has a responsibility to eliminate, and ensure the continued absence from within its structure, of any source of direct or indirect discrimination. Discriminatory factors not related to work or student performance include race, colour, national or ethnic origin, nationality, sex, marital status, pregnancy, breastfeeding, transsexuality, age (excluding contractual retirement age), sexual preference, status as a parent or carer, political conviction, religious belief, social origin or impairment.

## 2. Equal Employment Opportunity Guidelines – Recruitment

- 2.1. The overriding policy in ACES recruitment procedures is that of equal opportunity, which must be complied with through each step of the recruitment procedure.
  - 2.1.1. Applicants should be short listed according to the objective selection criteria for the position.
  - 2.1.2. Applicants should be assessed in terms of their individual qualifications for the position and not in terms of stereotyped assumptions.
  - 2.1.3. Care should be taken not to discriminate inadvertently against applicants, especially women applicants, on the basis of interrupted career paths.
  - 2.1.4. All applicants should be interviewed in the same manner, using the same objective selection criteria.
  - 2.1.5. Duties involved in the positions should be described in the same way to all applicants.
  - 2.1.6. Interviewers are reminded that it is unlawful under the Sex Discrimination Act to request information from a person which would not be asked of a person of the other sex, different marital status or a woman who was not pregnant. Interviewers should at all times avoid asking questions about, or being influenced by, the marital status, child-bearing plans or child care arrangements of the applicants.

## 3. Access and Equity Principles - Training

- 3.1. ACES confirms its commitment to Access and Equity in training
- 3.2. ACES will take reasonable steps to ensure that students with disabilities or disadvantage are provided with opportunities to realize their potential through their participation in education.
- 3.3. ACES will make reasonable adjustments where necessary to ensure that students with disabilities or disadvantages are able to participate in training on the same basis as those without disabilities/disadvantage.
- 3.4. ACES will seek information regarding disability or disadvantage for the purposes of assessing reasonable adjustment risk controls and will not disclose information for other purposes (unless lawfully required to).
- 3.5. ACES will ensure that candidates/clients with disabilities or disadvantage are not subject to any discrimination during their training lifecycle.
- 3.6. ACES will include specific policies and procedures for its employees to ensure that they are proficient in interacting with persons without discrimination.

## 4. Access and Equity Guidelines – Training

- 4.1. The overriding policy in ACES training procedures is that of access and equity, which must be complied with through each step of the training process.
  - 4.1.1. ACES will offer training services which are vocationally relevant, accessible, fair and inclusive.
  - 4.1.2. The vocational outcomes will be equal for all candidates/clients, redressing past disadvantage, and improving particular groups in society, including specifically;
    - 4.1.2.1. Women
    - 4.1.2.2. Aboriginal and Torres Straight Islanders
    - 4.1.2.3. People from Non-English Speaking backgrounds
    - 4.1.2.4. People with physical or intellectual disabilities
    - 4.1.2.5. The long term unemployed and financially disadvantaged
    - 4.1.2.6. The rurally isolated
  - 4.1.3. The RTO will engage and involve stakeholders from disadvantaged groups when implementing decisions about programs (and training and assessment strategies) and will develop special schemes to redress:
    - 4.1.3.1. Local community (aboriginal) disadvantage
    - 4.1.3.2. Industry community (financial) disadvantage.

- 4.1.4. The RTO will encourage its employees to work from a position of inclusivity and eliminate any discriminatory policies, practices, assumptions and behaviours in the organisation by providing professional development training programs and employment conditions which are equitable, accessible and culturally inclusive.
- 4.1.5. Potential clients and candidates/applicants enrolment will be determined according to the objective and published criteria for entry and enrolment.
- 4.1.6. Applicants should be assessed in terms of their individual qualifications for the position and not in terms of stereotyped assumptions.
- 4.1.7. Care should be taken not to discriminate inadvertently against applicants, especially women applicants, on the basis of interrupted career paths.
- 4.1.8. All applicants should be interviewed in the same manner, using the same objective selection criteria.
- 4.1.9. Duties involved in the positions should be described in the same way to all applicants.
- 4.1.10. Interviewers are reminded that it is unlawful under the Sex Discrimination Act to request information from a person which would not be asked of a person of the other sex, different marital status or a woman who was not pregnant. Interviewers should at all times avoid asking questions about, or being influenced by, the marital status, child-bearing plans or child care arrangements of the applicants.

**Context: Legislation, Regulation, Code of Practice (COP), Guides:**

1. ACES as an employer, is bound by the provisions outlined in following Acts, Standards, guidelines and contract specifications when implementing its Access and Equity and Equal Employment Opportunity Policy.

**Legislation**

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity for Women in the Workplace Act 1999
- Disability Discrimination Act (DDA) 1992
- Disability Standards for Education 2005
- Freedom of Information Act 1982
- Privacy Act 1988

**Standards / Guides**

- Access and Equity are subject to regulation of ASQA in accordance with the Standards for National VET Regulator (NVR) Registered Training Organisations;
  - SNR 16: 'The NVR registered training organisation adheres to the principles of access and equity and maximises outcome for its clients'.

**Contracts**

- All ACES contracts demand compliance with legislated standards.

2. For ACES to demonstrate compliance with these provisions it is essential that ACES employees are set strict policy guidelines.

Version Document History:			
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1.0	1 July 2005	Ison, L	HO Approved 1 July 2005
2.0	1 March 2006	Ison, L	Reviewed and updated
3.0	18 July 2011	Martin, D	Reviewed and updated
4.0	12 September 2012	Hewitt, K	Reviewed and updated
5.0	14 January 2013	Semmens, S	Reviewed, reformatted and updated