

LITEHAUS INTERNATIONAL

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Reference	P0008	Date approved	03/07/2022
Approved by	Board of Directors	Date for review	03/07/2023

STATEMENT OF POLICY

LiteHaus International recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice. LiteHaus International is committed to providing a safe and equitable environment for all involved with the organisation.

INTRODUCTION

LiteHaus International actively promotes gender equality through its project work which aims to alleviate educational barriers to students, often in countries where gender inequality is rife according to the UDNP's Gender Inequality Index (GII). LiteHaus International works across cultural chasms in striving for a world where all individuals can achieve their educational ambitions and contribute to the global pursuit of knowledge. This Equal Employment Opportunity Policy is designed to ensure that LiteHaus International complies with all its obligations under the relevant legislation and outlines the values, principles and standards of behaviour expected of all personnel of LiteHaus International to ensure best practice standards which promote gender equality and diversity in all activities are maintained.

RATIONALE

Under Commonwealth and State legislation, employers have an obligation to promote equal opportunity and address discrimination in the workplace. LiteHaus international is committed to providing equal opportunity to all staff who are employed or are seeking to be employed by the organisation through facilitating the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions and will ensure that all decisions relating to employment issues are based on merit.

LiteHaus International actively promotes gender equality through its project work which aims to alleviate educational barriers to students, often in countries where gender inequality is rife according to the UDNP's Gender Inequality Index (GII). LiteHaus International's ethnically diverse teams consistently work across cultural chasms in striving for a world where all individuals can achieve their educational ambitions and contribute to the global pursuit of knowledge.

POLICY

LiteHaus International is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others. Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence. Consistent with this, LiteHaus International does not condone any form of unlawful discrimination or vilification, including but not limited to gender, marital or domestic status, disability, race, colour, age, sexuality, religious belief, physical features or trade union activity. In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

This policy is to be used in conjunction with LiteHaus International's *Workplace Harassment, Discrimination and Bullying Guidelines*.

DEFINITIONS

Discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.

Equal Employment Opportunity consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Victimisation means subjecting, or threatening to subject, a person to any detriment because they have:

- asserted their rights under equal opportunity law
- made a complaint
- helped someone else make a complaint; or
- refused to do something because it would be discrimination, sexual harassment or victimisation.

POLICY DIRECTIVE

It is the responsibility of the CEO to ensure that:

- all managers understand and are committed to the principles and legislation relating to equal opportunity and applying it in the workplace;
- employment decisions relating to appointment, promotion and career development are determined according to individual merit and the individual's inherent ability to carry out the role;

- the organisation has a workplace culture that encourages equal employment opportunity;
- they set an example by their own behaviour;
- equal opportunity is implemented in the workplace;
- LiteHaus International strives for gender parity in representation in each operating arm and reporting level of the organisation;
- LiteHaus International is an organisation with a diversity of cultures, genders and abilities in positions across the organisation;
- they ensure that channels for incident reporting remain accessible to all staff members, and that a general culture of approachability is maintained;
- they develop, implement and review policies, procedures and practices consistent with equal opportunity principles in relation to recruitment and employment matters;
- they ensure equitable access to career development and activities for all staff;
- they address complaints and breaches of recruitment and employment policies in accordance with LiteHaus International's procedures;
- that any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- that immediate and appropriate steps are taken to minimise or eliminate unlawful harassment, discrimination, and bullying in the workplace;
- that ongoing support and guidance are provided to all employees in relation to equal employment opportunity principles and practice in the workplace; and
- that the organisation complies with all relevant legislation pertaining to equal opportunity employment and anti-discrimination practices.

It is the responsibility of LiteHaus International personnel to:

- comply with this policy and adhere to its stipulations throughout the duration of their involvement with the organisation;
- actively contribute to a safe working environment which celebrates diversity of gender, culture, spirituality, opinions;
- always communicate in a professional manner which is respectful and observant of cultural and individual sensitivities;
- consider the advice of local facilitators (when travelling) when travelling and communicating in international contexts;
- report any form of discrimination immediately to the relevant authorities;
- inform their manager if they believe that they (or someone else) has been treated unfairly;
- commit to contributing to a global society in which individuals are free to exercise their reasoned agency over their futures, unencumbered by discrimination; and
- refrain from engaging in discriminatory or harassing behaviour.