



# Equal Employment Opportunity

UNCLASSIFIED | [BMS001553](#) | Rev 7.0 | 15 FEB 18  
Owner: Andrei Moore, General Manager – Employee Relations

## Background

At **nbn**, our values underpin the way in which we act and behave.

**nbn** is an equal opportunity employer that values the contribution of our employees. We believe that the effective utilisation of our people and their full capabilities will be the key to our success.

## Purpose

The purpose of this Policy is to give all current and potential employees a fair and reasonable chance to obtain employment and gain promotion based on their abilities and qualifications.

The merit principle underlies our human resource activities.

## Scope

This Policy applies to all employees and potential employees of **nbn**.

## Policy

Equal employment opportunity (EEO) refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits on their merits without reference to personal characteristics. In Australia, it is unlawful to discriminate against a person on the basis of a protected personal characteristic. Unlawful grounds include, but are not limited to:

- sex or gender
- race, colour, or national extraction
- age
- marital status
- physical, mental or intellectual disability
- sexual preference
- pregnancy or potential pregnancy
- family responsibilities and/or parental/carer status



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- trade union membership or union/industrial activity
  - religious or political beliefs

## Discrimination

Discrimination occurs when one person or group is treated less favourably than another due to an attribute or characteristic that is protected under legislation. Discrimination may be direct or indirect.

Indirect discrimination occurs when there is a particular requirement, condition or practice which appears to apply to everybody equally but which has the effect of disadvantaging more people with a particular characteristic, and which is not reasonable in the circumstances.

## Roles and responsibilities

- **Managers:** are responsible for:
  - ensuring that the EEO principles, the Code of Conduct and underpinning legislation are applied in the workplace
  - ensuring all decisions relating to appointment, promotion and career development are made without regard to any matters other than relevant qualifications, skills, relevant experience and the individual's ability to perform the duties and requirements of the role as expressed in the Job Description
  - providing an environment which encourages equal employment opportunities and setting an example through their behaviour
  - considering and providing reasonable accommodations where necessary
  - ensuring their team is aware of **nbn's** EEO Policy
- **Employees:** are responsible for:
  - complying with the terms of the EEO Policy and the Code of Conduct
  - treating all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions
  - promptly informing their manager if there has been a (potential) breach of the EEO Policy or Code of Conduct

**Human Resources:** are responsible for:

- ensuring all managers, existing and potential employees, are made aware of their obligations, responsibilities and rights in relation to EEO
- identifying matters which do not comply with the principles of EEO and addressing them as promptly and sensitively as possible
- dealing with EEO issues in a prompt and sensitive way



- providing ongoing support and guidance to all existing and potential employees in relation to EEO principles and practices

### **Breaches of Policy and Code of Conduct**

Failure to comply with obligations under this Policy and the Code of Conduct may lead to disciplinary action being taken by **nbn** in accordance with the Managing Performance and Behaviour Policy.

## **More information**

Please contact your Manager or People Central if you require additional information in relation to this Policy.

## **Related policies**

- Code of Conduct
- Diversity and Inclusion Policy
- Recruitment and Selection Policy
- Disability Policy
- Indigenous Policy
- Flexible Work Arrangements Policy
- Managing Workplace Grievances Policy
- Managing Performance and Behaviour Policy

*Andrei Moore*  
*General Manager – Employee Relations*  
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## Document control

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## Revision history

Revision	Date	Description	Policy author
7.0	15/02/2018	Minor grammatical changes & updated related policies section	Adele Tate