

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

### **PURPOSE:**

To ensure that a process is in place which enables the best candidate to be appointed to a vacant position

### **SCOPE:**

Application of equal employment opportunity practices in:

- staff recruitment
- selection,
- appointment
- training
- and all staff-related areas

### **POLICY:**

Breakaway Toowoomba Inc aims to choose the best person for the job regardless of:

- race, colour and national origin;
- physical, intellectual or psychological impairment including HIV and AIDS;
- gender;
- marital status (including de facto);
- parental status (including pregnancy);
- religious or political beliefs, activities or practices.

### **PROCEDURE:**

Breakaway Toowoomba Inc will establish and monitor all employment policies, practices and procedures to ensure that equal opportunity principles are followed in all areas of staff management including:

- advertising for positions;
- job descriptions and selection criteria;
- interview questions and processes;
- selection panel composition and practices;
- appointment procedures;
- staff training and development;
- transfer, promotion and higher duties;
- discipline and dismissals.

Reviewed: 02<sup>nd</sup> November 2009 1  
Ratified by Management Committee: 19<sup>th</sup> November 2009  
Review Date: November 2010

Approved: .....

