

HR2 Gender Equality Policy



Version Control	Date	Author	Description of Change
1.0	Apr2015	AEG	New policy / procedure
1.1	May 2016	AEG	Revision
10.17	Oct 2017	AEG	Revision
10.18	Oct 2018	AEG	Annual review
10.19	Oct 2019	AEG	Scheduled review
10.20	Oct 2020	AEG	Scheduled review
11.21	Oct 2021	AEG	Scheduled review
12.22	Dec2022	AEG	Scheduled review
1.23	Jan 2023	AEG	Added to references
12.23	Dec 2023	AEG	Added RACI and reference

[Links to ECSNR 2011 and WA 2012:](#)

[Links to NQS:](#)

QA 4 QA 7

[Related Processes:](#)

6.1.01 Manage Centre-based Recruitment

6.1.02 Manage CSO Recruitment

6.2.09 Manage Grievance and Conflict Resolution

6.2.11 Manage Confidentiality

6.2.12 Manage Code of Conduct

6.2.20 Manage Workplace Equal

Employment and Anti-discrimination

Responsible	Talent Team		
Accountable 1	Chief People Officer	Accountable 2	Managers
Consulted	People and Culture, Compliance Team, Policy Committee		
Informed	All staff, students, volunteers		

Policy Objective

The objective of this policy is to ensure compliance with the Workplace Gender Equality Act 2012 and other relevant employee relations legislation including anti-discrimination and Sexual Discrimination legislation.

Rationale

An employer may not disadvantage an employee or potential employee through bias or discrimination on grounds of gender in the organisation.

The Equal Opportunity for Women in the Workforce Act 1999, requires employers to give equal employment opportunities to women and eliminate discrimination based on gender. Employers with more than 100 employees are required to report annually to the Equal Opportunity for Women in the Workforce Agency.

This policy ensures that all vacant positions in the service will be allocated based on a person's skills, capabilities, knowledge, attitude and qualifications. Thus, all employees are treated fairly and equally according to their merits, skills and knowledge.

In its responsibility for all members of the Affinity Education Group community, the organisation aims to:

- Promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace;
- promote the elimination of discrimination on the basis of gender in relation to employment matters (including the relation to family and caring responsibilities);
- foster workplace consultation between employers and employees on issues concerning gender equality in the employment and in the workplace;
- improve the productivity and competitiveness of our business through the advancement of gender equality in employment in the workplace;
- ensure that there is no discrimination against any group of employees, in access to Affinity Education Group facilities;
- establish and maintain mechanisms within the organisation to deal with complaints concerning discrimination and sexual harassment;
- provide the Affinity Education Group community with information about the organisation's condemnation of sexual harassment and discrimination and to provide advice and support for those who have been discriminated against or harassed;

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- ensure that all policies, procedures and official documentation and publications accord with equal opportunity principles and are amended as necessary to accord with these principles; and
- eliminate sexist and other discriminatory language from all organisation publications and discourage the use of such language in published and unpublished material and in the speech of Affinity Education Group employees.

Relevant Legislation

- Fair Work Act 2009
- Workplace Gender Equality Act 2012 (Commonwealth)
- Women in the Workplace Act 1999 (Commonwealth)
- Human Rights and Equal Opportunities Commission Act 1986 (Commonwealth)
- Privacy Act 1988 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Bill 2022

Notes

Information relating to this Policy / Procedure may be communicated throughout the organisation using a variety of the following:

- Newsletters
- Emails
- Handbooks
- Meetings and memos
- Notice boards and posters
- Information sheets
- Role modelling
- Signs
- Training and development sessions
- Performance meetings
- Promap

1.0 Commitment

- Affinity Education Group will give equal opportunities to all applicants regardless of gender.
- Selection of suitable applicants will be through use of selection criteria and set expectations.
- All decisions and discussions related to appointment of new employees, performance counselling and transfer/promotion must relate to the expectations and specifications of the job.
- Applicants and employees cannot be asked questions about their private life and plans, if this information is to be used to make appointment decisions.
- Applicants and employees may refuse to answer questions of a personal nature or ask the purpose of the question.

Any employee who feels they have been discriminated against or unfairly disadvantaged can lodge a formal grievance, following the process in the Grievance and Conflict Resolution Policy.

Affinity Education Group is committed to the principle of equal opportunity in employment and welfare for staff and will continue to develop equal opportunity practices and programs compatible with its overall goals and responsibilities.

This commitment is consistent with the principles of justice, equity and the pursuit of excellence which should apply in any organisation and conforms to the spirit and intent of workplace gender equality legislation.

Affinity Education Group accepts that it has a responsibility to create an employment environment free of gender discrimination. It will ensure that its structures and practices are free from direct or indirect discrimination based on gender and/or other characteristics as mentioned in the Equal Opportunity and Anti-Discrimination Policy.

Affinity Education Group recognises that it has a responsibility to develop programs in employment which redress, where appropriate, the effects of past discriminatory practices within the community, and that it has a responsibility to take positive steps to overcome gender inequality of opportunity.

Affinity Education Group commits to increasing the presence of male employees within its workforce wherever possible to provide positive male role models for the children within our centres. This will be achieved through recruitment initiatives, training programs and monitoring termination patterns.

2.0 Recruitment

In recruitment, Affinity Education Group applies gender equality principles by:

- Formulating the position description;
- sourcing candidates and advertising;
- following the protocol around the use of recruitment agencies;
- the selection panel composition and prerequisite training; and
- the constitution of a shortlist, the interview and the selection process These

points are applied by the following:

- Where able, including at least one female and one male interviewer and at least one female and one male candidate on the shortlist;
- annually evaluate position descriptions to ensure they are relevant, include the necessary skills, are non-discriminatory and gender-neutral;
- including a requirement for internal and external recruiting personnel to be trained in equal employment principles and anti-discrimination and selection practices;
- advertising positions internally; and
- utilising gender-neutral language in advertisements.

3.0 Retention

With regard to retention, Affinity Education Group applies gender equality principles to employee engagement strategies through:

- Remuneration;
- employer subsidised child care;
- on-site childcare opportunity for centre based employees;
- bonuses for management staff who meet KPI's;
- referral services to support employees with family and/or caring responsibilities;
- training and development; and
- health and safety.

These points will be applied by implementing the following:

- Providing a keep in touch program for employees on parental level;
- allow employees to apply for subsidised child care, (each case will be assessed as per business needs and will be free from gender bias);
- employees in need provided with access to the Employee Assistance Program;
- conducting skill analysis to ensure the skills of women and men are valued equally;
- providing training and development opportunities for all employees; and
- monitoring and analysing terminations specifically focusing on gender.

3.0 Performance Management Process

Affinity Education Group applies gender equality principles to enhance employee productivities, accountability and leadership by:

- Defining roles;
- implementing clear key performance indicators;
- performance appraisals; and
- personal development plans.

4.0 Promotions

Affinity Education Group applies the gender equality principles to the promotion process by:

- Internal application management; and
- support provided during promotion transition

These points are applied through the implementation of the following:

- Considering employees on parental leave for promotion;
- widely advertising opportunities for promotion so as to be easily access by all employees throughout the organisation; and
- requiring managers to be trained in promotion, equal employment opportunity and diversity, transfer and terminations policies and procedures.

5.0 Talent Identification/ Identification of High Potentials

Affinity Education Group applied the gender equality principles to the process of identifying and managing talent/ high potentials internally including but not limited to:

- How talent/ high potentials are approached internally (People and Culture, direct manager);
- how the talent pool is organised and managed (records kept, monitoring, updates); and
- how those individuals are involved in promotion opportunities.

These points are applied through the implementation of the following:

- Ensuring both woman and men are represented within the talent / high potential pool;
- identifying talent/ high potential in all facets of the organisation; and
- conducting a skills audit across the organisation to identify high potential female and male employees.

6.0 Succession Planning

Affinity Education Group applies the gender equality principles to the succession planning process including but not limited to:

- Key roles;
- skill retention strategies (including identifying skills and training required);
- succession timetable;
- handover timeframe; and
- Contingency or risk management.

These points are applied through the following:

- By ensuring both women and men are considered in succession planning; and
- by ensuring that succession planning is aligned with diversity and gender equality strategies.

7.0 Training and Development

In training and development, Affinity Education Group applies the gender equality principles to the availability and type of training and development programs for employees by:

- Identifying and documenting specific employee training needs;
- Undertaking a skills gap analysis;
- providing financial resources to assist with employee training and development;
- investigating and approving specific training programs; and
- identifying and documenting work-related improvements achieved from training.

Affinity Education Group applies these points through the following:

- Implement mentoring and/or sponsorship programs and career and leadership development programs;
- conduct analysis on the number of woman and men accessing training and development programs and the type of training and development programs being accessed;
- ensure all employees have an annual appraisal with their managers that includes an annual training and professional development plan; and
- widely advertise training and development opportunities so as to be easily accessed by all employees across the organisation.

8.0 Resignations

Affinity Education Group applies the gender equality principles in relation to seeking to understand the reasons for resignation by gender through the implementation of the following:

- A process for capturing exit interview data by gender; and
- a process for tracking and comparing the number of women and men resigning from the organisation.

9.0 Remuneration

Affinity Education Group supports pay equity and is committed to regular analysis, monitoring, communication and improvement where required.

Affinity Education Group aims to:

- Achieve gender pay equality;
- ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at salary, out-of-cycle pay reviews, and performance pay reviews);
- be transparent about pay scales and/or salary bands;
- to ensure managers are held accountable for pay equity outcomes; and
- to implement and/or maintain a transparent and rigorous performance assessment process

Affinity Education Group adheres to the Fair Work Act 2009 by ensuring pay is fair and equitable regardless of gender. This is achieved by assessing jobs in a non-discriminatory way through valuing skills, responsibilities and working conditions in

each job or job type (even where the work itself is different) and remunerating employees accordingly.

Remuneration at Affinity Education Group for centre employees is based on the appropriate industry awards:

- Children Services Award 2010
- Educational Services (Teachers) Award 2020

Remuneration for Centre Support Employees is based on the required skills and responsibilities for the role and is decided in accordance with National Salary Guidelines.

10.0 Grievance

If an employee believes that they are being treated unfairly or without dignity on the basis of their gender and/or experiencing sexual harassment, they are strongly urged to use the below grievance procedure in addressing any decision or issue.

Step 1

The employee should discuss any work-related complaints, problems, grievances or disputes with their immediate supervisor or manager in the first instance.

Step 2

If the dispute remains unsettled, it should be referred to the next level of management resolution. Management will exercise the best options available to resolve the situation.

Step 3

If the problem has not been resolved at Step 2, management will work with the employee to facilitate resolution.

Step 4

If the matter cannot be resolved at Step 3, the parties involved shall undergo mediation conducted by a qualified mediator, unless either party can provide a valid reason as to why mediation should not occur.

Step 5

If the matter cannot be resolved at Step 4, either party may notify Fair Work Australia in accordance with the provisions of the relevant legislation.

While the above procedure is being followed, every endeavor will be applied to ensure that work continues as normal. This provision shall apply except when a bona fide safety issue is involved.

References

- Fair Work Act 2009
- Workplace Gender Equality Act 2012 (Commonwealth)
- Women in the Workplace Act 1999 (Commonwealth)
- Human Rights and Equal Opportunities Commission Act 1986 (Commonwealth)
- Privacy Act 1988 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Bill 2022

Resources

Fair Work Act 2009 (<http://www.comlaw.gov.au/Details/C2013C00070>)

Responsible = those who are responsible for carrying out the task

Accountable level 1 = the owner and person accountable for the sign off or approval of a task

Accountable level 2 = the person who is accountable for the task being carried out

Consulted = the person to be consulted with and whose input, opinions and feedback are crucial to the task

Informed = the person who should be informed and made aware of the task and any updates

Policy Written by: Fiona Young	Position: Policy, Training and Development Manager	Date: Dec 2023
Approved by: Chief Operating Officer	Approved Date: Dec 2023	Next review date: Dec 2024

Employees Sign: