

1.0 Policy Statement

Lower Murray Water (LMW) recognises that equal employment opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory practices through effective policy and process is sound management practice.

This policy is designed to ensure that LMW complies with all of its obligations under the relevant legislation including the Gender Equality Act, Sex Discrimination Act, Disability Act and Equal Opportunity Act.

2.0 Purpose

This policy has been designed to facilitate 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.

Lower Murray water has a strategic objective to achieve a high performing, engaged and diverse workforce. We strive to create a workforce which is reflective of the communities in which we serve. This policy is key to supporting the achievement of this objective and guides LMW in taking appropriate risks to facilitate genuine diversity and inclusion at LMW.

3.0 Scope

This policy applies to the below stakeholders, and they must be notified of any changes to this policy by the Custodian.

- All Lower Murray Water employees, contractors, consultants, student placements, volunteers and prospective candidates.

4.0 References

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984 + Respect@Work Amendments
- Guidelines for Complying with Positive Duty under Sex Discrimination Act
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Fair Work Act 2009
- Privacy and Data Protection Act 2014
- Charter of Human Rights & Responsibilities Act 2006
- Racial & Religious Tolerance Act 2001
- Equal Opportunity Act 2010
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013
- Australian Human Rights Commission Act 1986
- LMW People Strategy (CTD/004121)

5.0 Definitions

Term/Abbreviation	Description
LMW	Lower Murray Water
RMS	Records Management System
Equal Employment Opportunity	Ensuring that all employees are given equal access to training, promotion, appointment or any other employment related opportunity without regard to any

	factor not related to their competency and ability to perform relevant to the needs of the organisation.
Discrimination	<p>When a person is treated less favorably or harassed in certain areas of public life including their employment because of a personal characteristic or prescribed attribute that is protected under law.</p> <p>Direct discrimination occurs when a person is denied a benefit or an opportunity on the grounds of any of the prescribed attributes.</p> <p>Indirect discrimination occurs when a policy, rule or practice has a discriminatory effect against a person or group of people in relation to any of the prescribed attributes.</p>
Victimisation	<p>Subjecting, or threatening to subject, a person to any detriment because they have:</p> <ul style="list-style-type: none"> • 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.
Merit	<p>The criteria by which decisions regarding internal and external recruitment, employee development and learning opportunities will be made. The merit criteria is not strictly related only to the skills, knowledge and qualifications required in the area of work but includes the personal and professional attributes and abilities a candidate brings to the broader organisation. Reasonable adjustment requirements will also be taken into consideration when assessing the employee or candidates' suitability for the opportunity.</p>

6.0 Policy

6.1 Workplace Culture

LMW 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 transfers and learning and development opportunities that will enable them 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 including personal and professional attributes which support the achievement of LMW's strategic objectives, Gender Equality Action Plan or People Strategy.

Consistent with this, LMW does not condone any form of unlawful discrimination or vilification, including that which relates to:

- gender
- pregnancy
- potential pregnancy
- marital/domestic status
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin
- age

- family responsibilities, family status, status as a parent or carer
- racial classification
- sexuality
- religious belief or activity
- political belief or activity
- industrial activity
- employer association activity
- trade union activity
- physical features
- breastfeeding
- transsexuality
- transgender
- profession, trade, occupation or calling
- medical record
- criminal record.

6.2 LMW will ensure all employees have fair access to all workplace benefits including;

- work allocation
- hybrid work arrangements
- shifts, rostered hours of work and overtime
- salary levels and packages
- leave arrangements.
- parental leave arrangements
- performance reviews/assessment
- disciplinary procedures
- organisational structure changes.

6.2.1 This policy is applied in conjunction with LMW's Bullying Harassment and Discrimination Prevention Policy (CTD/003870) and Procedure (CTD/004158).

6.3.1 Any incidents, acts or behaviours which may be in contravention of this policy will be managed in accordance with LMW' Managing Bullying, Harassment and Discrimination Procedure (CTD/004158).

7.0 Supporting Documentation

Doc ID	Title
CTD/003870	Bullying, Harassment and Discrimination Prevention Policy
CTD/004158	Managing Bullying, Harassment and Discrimination Procedure
2022/000961	Lower Murray Urban and Rural Water Corporation Enterprise Agreement
CTD/003149	Recruitment & Selection Procedure

8.0 Roles & Responsibilities

Position	Responsibility
Manager/People Leader/General Manager	<ul style="list-style-type: none"> • To understand and demonstrate commitment to the principles and legislation relating to equal opportunity and applying it in the workplace.

	<ul style="list-style-type: none"> • Ensure employment decisions relating to appointment, promotion and career development are determined according to the relevant merit criteria. • To conduct a thorough induction of all employees to ensure understanding of their obligations under this policy and associated procedures. • Understand the organisation has a workplace culture that encourages equal employment opportunity; and • set an example by their own behaviour.
T&PE (People Team)	<ul style="list-style-type: none"> • Responsible for investigating all complaints and determine the outcome of the incident. • Responsibility for ensuring relevant training and guidance is available to all employees to enable compliance with this and other related policies. • Keep accurate records of all complaints, incidents or acts reported. • Keep accurate records of training and guidance provided to employees including managers to allow compliance with this policy.
All LMW Employees/Contractor	<ul style="list-style-type: none"> • To comply with this policy and treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions. • To refrain from engaging in discriminatory behaviour. • To report to their manager or the People team if they believe that they (or someone else) has been treated unfairly.

9.0 Document History & Review

It is the responsibility of the Custodian of this policy to ensure it is reviewed as per the review due date listed in the table below and the controlled document metadata within the Records Management System (RMS).

Version	Date Approved	Review Due Date	Review Notes
A	Dec 2014	Oct 2016	Document reformatted, minor corrections and titles changed to reflect 2017 Org Chart. Ref to people managers added throughout policy.
B	Jun 2017	Jun 2019	Major review and redesign
C	Jan 2024	Jan 2027	

For users of this policy, please alert the Custodian to the need for review if any amendments are required to this policy before the review due date. Only Custodians or their delegates may make amendments, and these must be authorised by the Approver before distribution to LMW.

See the controlled document “Notes” in the RMS for amendments made during reviews.

Equal Employment Opportunity

[Governance] Policy
CTD/002792

Custodian	Approver
General Manager People and Customers	Managing Director
Subject Matter Experts	Endorsed By
Senior Manager Talent and People Experience, Human Resources Generalist	Equality, Diversity & Inclusion Committee

10.0 Location of Document

- Records Management System
- Intranet
- Internet