



AFFIRMATIVE ACTION POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

INTRODUCTION

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

PURPOSE

The purpose of this document is to state Community Veracity's position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

CORE POLICY

Community Veracity policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

Community Veracity will consult our employees and volunteers about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in Community Veracity will be based on merit.

This document applies to all employees, volunteers and contractors.

RESPONSIBILITIES

It is the responsibility of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT to ensure:

- the implementation of this policy;
- that they are available as a point of contact for information, advice or complaints;
- that this program is continually being developed and reviewed;
 - if the organisation is covered by the *Workplace Gender Equality Act 2012*, that the annual report to the Workplace Gender Equality Agency is completed and submitted.



PROCESSES

To ensure that Community Veracity our organisation provides effective opportunities for women, the organisation shall:

- develop and review policies and practices regularly;
- analyse our employment profile and other workplace statistics;
- consult employees and volunteers about their needs;
- establish appropriate goals and plans; and
- review the organisation's performance against those goals and plans.

If required by the *Workplace Gender Equality Act 2012*, Community Veracity will submit an annual report to the Workplace Gender Equality Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their manager or the EXECUTIVE MANAGER:
COMMUNITY ENGAGEMENT.