



# Equal Employment Opportunity

UNCLASSIFIED | | Rev 9.0 | 18/05/2022

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, gain promotion and access employment opportunities 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 certain characteristics protected by anti-discrimination laws. In Australia, it is unlawful to discriminate against a person on the basis of a protected characteristic, including but not limited to:

- sex or gender identity, gender expression, or intersex status
- race, colour or nationality or ethnicity
- age
- marital or relationship status
- physical, mental or intellectual disability or impairment
- sexual orientation
- pregnancy or potential pregnancy
- family responsibilities and/or parental/carer status
- trade union membership or union/industrial activity



- religion, or
- political opinion

## Discrimination

Discrimination may be direct or indirect.

Direct discrimination occurs when one person or group is treated less favourably because of a protected characteristic (i.e. because of their sex, age or race etc).

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 protected characteristic, and which is not reasonable in the circumstances.

There are exceptions from anti-discrimination law which may apply in some situations – for example, because of the inherent requirements of a particular job.

For more information about discrimination, please refer to the Code of Conduct.

# Roles and responsibilities

**Managers:** are responsible for:

- ensuring that **nbn's** EEO Policy, 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 and Recruitment and Selection Policy
- 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



**People and Culture:** 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 **nbn's** EEO Policy 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
- First Peoples Policy
- Flexible Work Arrangements Policy
- Managing Workplace Grievances Policy
- Managing Performance and Behaviour Policy

*Andrei Moore General Manager – Employee Relations*

*Effective as of 18 May 2022*



## Document control

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<b>Department or business unit</b>	People & Culture

## Revision history

Revision	Date	Description	Policy author
7.0	Feb 2018	Minor grammatical changes & updated related policies section	Adele Tate
7.1	August 2018	Minor alignments with legislation – gender identity or intersex status; marital or relationship status; sexual orientation;	Adele Tate
8.0	May 2020	Minor update – First Peoples’ policy title; list of protected characteristics brought into line with the equivalent list in the draft new CoC.	Adele Tate
9.0	May 2022	Minor updates to reflect ‘certain’ characteristics rather than ‘personal’, and to recognise promotion and job opportunities	Adele Tate