

## EQUAL EMPLOYMENT OPPORTUNITY, DISCRIMINATION & HARASSMENT PROCESS

### POLICY SUMMARY

St James' Anglican School (the School) is committed to fostering an inclusive and respectful learning and working environment free from discrimination and harassment, for all members of our school community. To ensure the implementation of these principles, we have adopted the Equal Employment Opportunity, Discrimination, and Harassment Policy and Procedures established by the Anglican Schools Commission (ASC).

Under our adapted school-based process, we are committed to promoting equal employment opportunities and treating all individuals fairly, irrespective of their race, colour, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic. We strictly prohibit discrimination and harassment in all aspects of school life, including recruitment, employment, student enrolment, provision of educational services, and interactions among students, staff, and the school community.

We encourage all members of our school community to familiarise themselves with the ASC's Equal Employment Opportunity, Discrimination, and Harassment Policy and Procedures, as well as our school-based process. By doing so, we aim to create an environment where everyone feels respected, valued, and empowered to thrive academically, professionally, and personally.

### APPOINTMENT OF CONTACT OFFICER

The School designates at least one staff member as a Contact Officer, responsible for matters related to equal opportunity. The Contact Officer may include the Equal Employment Opportunity (EEO) representative or a senior staff member who has received relevant training in this area.

### THE ROLE OF CONTACT OFFICER

The designated Contact Officer, having received appropriate training and ongoing opportunities for knowledge updates, will address grievances from staff concerning harassment, discrimination, or lack of equal opportunity in the workplace. If the complaint involves a Contact Officer, the Principal will determine who will handle the complaint. For formal complaints, the Contact Officer will complete a Record Sheet according to (*Appendices 2 and 3 of the ASC Policy*). Additionally, the Contact Officer will coordinate the collection and compilation of relevant information to support the School's completion of Equal Opportunity (EO) compliance reports annually, in collaboration with the ASC.

- Receive enquiries from staff regarding EO, harassment and discrimination.
- Provides information to a complainant to enable them to make an informed choice as to how to deal with their complaint.
- Provides information about the options available to deal with an individual's concerns.
- Discusses possible strategies to facilitate the individual dealing directly with another person.
- Provides information regarding the ASC/Schools Dispute and Complaint Resolution Policy.
- Provides information regarding the ASC's Employees Assistance Program and other relevant support services, as appropriate.
- Documents and records information regarding enquiries, as appropriate.
- Provides statistical data required by the ASC for its report to the Workplace Gender Equality Agency.
- Maintains confidentiality at all times.
- Retain records in accordance with the Records Management Policy.

The role of a Contact Officer does not include advocating, counselling, or investigating, mediating, or conciliating complaints.



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### POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	June - 2023	Policy created in line with the ASC's Equal Employment Opportunity, Discrimination, and Harassment Policy and Procedures (5e).