



Natural
Resources
Commission

EQUAL OPPORTUNITY POLICY

February 2018

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1 Policy Statement

The Natural Resources Commission (the Commission) is committed to providing a work environment free from discrimination and harassment, and providing a supportive and open organisational culture in which all staff develop to their full potential.

2 Anti-discrimination and equal employment opportunities

The Commission implements provisions of the *Anti-Discrimination Act 1977* (NSW) by preventing discrimination against a staff member or job applicant because of their:

- age
- sex
- pregnancy
- disability (includes past, present or possible future disability)
- race, colour, ethnic or ethno-religious background, descent or nationality
- marital status
- homosexuality
- gender identification.

The Commission is also committed to (Part 9A of the Act):

- eliminating discrimination in employment on the grounds of race, sex, marital status and disability
- promoting equal employment opportunity for women, members of racial minorities and persons with a disability.

3 What is discrimination?

Discrimination means treating someone unfairly because they belong to a particular group of people. As an employee of the NRC, each one of us is responsible for helping prevent unlawful discrimination at our workplace.

3.1 Direct discrimination

Direct discrimination means treatment that is obviously unfair or unequal. For example, not hiring someone just because they are a woman, is likely to be direct sex discrimination.

3.2 Indirect discrimination

Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups. For example, not considering an employee's overseas skills and training when determining their level of pay, is likely to be indirect race discrimination.

4 How does equal opportunity affect you as an employee of the Commission?

4.1 As a staff member

As a staff member, you have the right to:

- a workplace that is free from unlawful discrimination and harassment
- fair practices and behaviour at the workplace
- competitive merit-based selection processes for recruitment or promotion
- equal access to training and development that enables you to be productive in your work and to pursue your chosen career path
- equal access to benefits and conditions, including flexible working arrangements
- fair allocation of workloads
- fair processes to deal with work-related complaints and grievances.

You have the responsibility to:

- work to the best of your ability and provide quality service to stakeholders and colleagues
- recognise and respect the skills and talents of other staff members
- act to prevent harassment, discrimination and bullying against others at the Commission
- respect cultural and social differences among your colleagues and stakeholders
- treat people fairly (do not discriminate against, harass or bully them).

You may also be asked to complete equal opportunity surveys. These surveys give statistical and other information about equal opportunity in the Government Service of NSW.

4.2 As a manager

As a manager, you have the same rights and responsibilities as staff members, and you also have the responsibility to:

- take steps to ensure that all work practices and behaviours are fair, including fair allocation of workloads
- ensure the work environment is free from bullying and from all forms of unlawful discrimination and harassment
- provide staff members with information and resources to enable them to carry out their work
- consult staff members about decisions that affect them
- provide all staff members with equal opportunity to apply for available jobs, higher duties, job rotation schemes and flexible working arrangements
- ensure selection processes are merit based, transparent and use consistent methods
- provide all staff members with equal access to fair, prompt and confidential processes to deal with complaints and grievances
- give your staff equal access to relevant training and development opportunities

- identify special training and development needs of staff members in your team and help them gain access to training and development opportunities through the Commission's Performance Enhancement Process
- participate in learning opportunities and seek feedback to help you manage staff effectively.

You may also be accountable for achieving specific equal opportunity outcomes for the Commission.

5 Document control

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