

Equal Employment Opportunity (EEO) and Diversity Data Collection policy

1. Purpose

To provide a framework to manage the collection of data relating to EEO and Diversity.

2. Scope

This policy applies to:

- a. All employees, board members, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

3. Policy Statement

RedR Australia (RedR) is committed to enhancing equality of employment opportunity for all people and creating a safe and productive workplace for all.

RedR may collect Equal Employment Opportunity (EEO) and diversity information as part RedR's reporting on EEO statistics. Reports will inform RedR about the diversity of our workforce, assist in developing and implementing strategies and to assist RedR to support reasonable accommodations for people with accessibility needs or people living with a disability.

4. Principles

EEO forms often contain questions about:

- The gender of the applicant
- Aboriginal or Torres Strait Islander background
- Racial, ethnic or ethno-religious groups considered a minority in Australian society
- Disability, including information about limitations and reasonable work place adjustments in the workplace
- Open disclosure is encouraged to foster open and honest exchanges of information between an employee and their manager on anything that is relevant to a work environment

Although every staff member is requested to complete an EEO form, it is a voluntary process for all employees, including employees with a disability.

Information regarding factors that may impact their ability to meet the inherent requirements of their role or may have impact on safety to self and others are encouraged be disclosed by employees proactively.

Employees may choose NOT to disclose their disability

they may believe that their disability information is not relevant to the position of employment and therefore not relevant to the EEO process

- their disability may be in remission and therefore not considered relevant to the process
- they may not consider that their existing condition is a disability

Privacy Laws

All disclosed information provided will be treated with the utmost confidentiality, and personal details will not be provided to third parties (all parties outside of the organisation, unless written consent is obtained from the employee). Federal and state privacy acts requires employers to provide a statement on any form that requests private and confidential information. The statement should clearly outline the reason why the information is being collected.

Inherent Requirements

RedR considers inherent requirements need to be determined in the circumstances of each job. They may include:

- the ability to perform the tasks or functions which are a necessary part of the job productivity and quality requirements
- the ability to work effectively in the team or other type of work organisation concerned
- the ability to work safely.

5. Related policy and documents

- RedR Code of Conduct
- Open Disclosure Policy
- EEO, Anti-Discrimination, Anti-Harassment, and Bullying Policy
- Social Inclusion and Diversity Policy
- Grievance Policy
- Occupational Health and Safety Policy
- RedR Privacy Policy
- RedR Gender Policy
- RedR Disability Policy
- RedR SGM Policy

6. External Resources

Fair Work Ombudsman	13 13 94	www.fairwork.gov.au
Australian Human Rights (HR) Commission	1300 656 419	www.hreoc.gov.au
Vic Equal Opportunity & HR Commission	1300 292 153	www.humanrightscommission.vic.gov.au
Workplace Gender Equality Agency	1800 730 233	www.wgea.gov.au

7. Document control

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