Appropriate Workplace Behaviour

Elements of this policy are covered in Employee Conduct and Performance

APPROPRIATE WORKPLACE BEHAVIOUR POLICY

Purpose
ECA (“Education Centre of Australia Pty Ltd”), aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

Education Centre of Australia Pty Ltd aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. Education Centre of Australia Pty Ltd also tries to create a work environment which promotes good working relationships.

Commencement of Policy
This policy will commence from 2 January 2012. It replaces all other Appropriate Workplace Behaviour Policies (whether written or not).

Application of Policy
This Policy applies to employees, agents and contractors (including temporary contractors) of Education Centre of Australia Pty Ltd, collectively referred to in this Policy as ‘workplace participants’.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for service.

EEO Laws
Under EEO laws, discrimination, vilification, sexual harassment, bullying, victimisation and unfair treatment for women in the workplace are unlawful and strictly prohibited.
Discrimination

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the (Federal, State and Territory anti-discrimination laws) and include sex, race, age etc. A full list of the grounds of discrimination which operate federally and in the State and/or Territories in which workplace participants undertake their work for Education Centre of Australia Pty Ltd will be relevant and are listed below.

Race (including colour, nationality, descent, ethnic, ethno-religious or national origin)

Sex

Pregnancy (including potential pregnancy)

Carers’ responsibilities, family responsibilities, carer or parental status, being childless

Religious belief, affiliation, conviction or activity

Marital status, domestic status, relationship status

Homosexuality, transexuality, sexuality, sexual preference/orientation, lawful sexual activity, gender identity

Disability/impairment, including physical, mental and intellectual disability

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