# **AFFIRMATIVE ACTION POLICY**

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| --- | --- | --- | --- |
| Policy number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

### **Introduction**

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

### **Purpose**

The purpose of this document is to state [Name of Organisation]’s position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

### **Policy**

[Name of Organisation] policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

[Name of Organisation] will consult our employees and volunteers about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in [Name of Organisation] will be based on merit.

This document applies to all employees, volunteers and contractors.

### **Authorisation**

[Signature of Board Secretary]  
[Date of approval by the Board]  
[Name of Organisation]

# **AFFIRMATIVE ACTION PROCEDURE**

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

### **Responsibilities**

It is the responsibility of the CEO to ensure:

* the implementation of this policy;
* that they are available as a point of contact for information, advice or complaints;
* that this program is continually being developed and reviewed;
* if the organisation is covered by the *Workplace Gender Equality Act* 2012, that the annual report to the Workplace Gender Equality Agency is completed and submitted.

### **Processes**

To ensure that [Name of Organisation] provides effective opportunities for women, the organisation shall:

* develop and review policies and practices regularly;
* analyse our employment profile and other workplace statistics;
* consult employees and volunteers about their needs;
* establish appropriate goals and plans; and
* review the organisation’s performance against those goals and plans.
* If required by the *Workplace Gender Equality Act* 2012*,* [Name of Organisation] will submit an annual report to the Workplace Gender Equality Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their manager or the CEO.

### **Related Documents**

* [Anti-Discrimination Policy](https://communitydirectors.com.au/policies/anti-discrimination-policy)
* [Sexual Harassment Policy](https://communitydirectors.com.au/policies/sexual-harassment-policy)