

# EQUAL OPPORTUNITY POLICY



EDUCATING  
THE FUTURE

Policy number:	3	Version:	1.0
Drafted by:	Finance, Audit and Risk Committee	Approved by Board on:	
Responsible person:		Scheduled review date	

## PURPOSE

The purpose of the following policy is to ensure the recruitment and internal/external stakeholders are not discriminated against and have equal opportunity in all facets of operations.

## SCOPE

The following policy abides by the spirit of anti-discrimination legislation surrounding behaviour in the workplace and recruitment.

## DEFINITIONS

Equal opportunity, in the context of Educating The Future, can be broadly defined as the right to be treated fairly and impartially, free from discrimination. In this sense, all employees, interns, volunteers and persons working with and/or through ETF can expect equal and fair treatment and opportunity. There is strictly to be no discrimination, based especially upon age, race or gender.

## PROCEDURE

When an initial incident occurs please record the date, time, description and aggravator. The first course of action is addressing that directly with the person to ensure the problem does not escalate.

If the individual feels as if they are unable to communicate to the individual they must raise a concern with the appropriate human resources delegate. This can be found in the organisational flow-chart.

## REVIEW

This policy shall be disseminated through an appropriate directive to all ETF stakeholders and necessary persons through the relevant channel.

This policy will be reviewed every two years.