

AFFIRMATIVE ACTION POLICY

Policy number	P007	Version	V1
Drafted by	K & L Noble	Approved by board on	<<insert date>>
Responsible person	Chairperson	Scheduled review date	2022 AGM

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 Clarence Native Bees Inc position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

CORE POLICY

Clarence Native Bees Inc policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

Clarence Native Bees Inc will consult our employees, members 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 Clarence Native Bees Inc will be based on merit.

This document applies to all employees, members, volunteers and contractors.

AUTHORISATION

<Signature of Board Secretary>
<Date of approval by the Board>

Clarence Native Bees Inc

AFFIRMATIVE ACTION PROCEDURES

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RESPONSIBILITIES

It is the responsibility of the Chairperson 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* (ie more than 100 employees), that the annual report to the Workplace Gender Equality Agency is completed and submitted.

PROCESSES

To ensure that Clarence Native Bees Inc our 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, members 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*, Clarence Native Bees Inc 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, members and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their Manager/supervisor or the Chairperson.

RELATED DOCUMENTS

- P003 - Sexual Harassment Policy
- P004 - Bullying Policy
- P005 - Anti-Discrimination Policy

AUTHORISATION

<SIGNATURE OF CEO>

<DATE>

Chairperson
Clarence Native Bees Inc

Policies can be established or altered only by the Committee.

Procedures may be altered by the Chairperson.