**Equal Employment Opportunity Checklist**

This template checklist is intended to assist your organisation develop a workplace checklist. The below checklist provides an overview of key legislation and employers responsibilities and should be used as a guide only.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For further information on how the legislation applies to your organisation contact the Victorian Chamber of Commerce and Industry Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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# EQUAL EMPLOYMENT OPPORTUNITY CHECKLIST

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| There is no sex segregation in the workplace.  For example, are all the clerical staff women and all the tradespersons men?  Examining the organisational profile of your workforce should give you a good idea as to whether women are concentrated in certain jobs and in lower levels of employment. This may highlight barriers which are preventing women from moving out of these positions and into management and non-traditional roles. | ❒ |
| Women, as well as men, are offered training to improve their skills and move out of traditional areas. | ❒ |
| Equal rates of remuneration are paid to women in similar roles to men. | ❒ |
| Women are given equal access to above-award payments and overtime. | ❒ |
| There are women in management positions. If not, this could mean that the 'glass ceiling' barrier exists. It is advised you look at why women are not getting into the ranks of management. | ❒ |
| Women are qualified for promotion to senior rank. If not, appropriate training opportunities may need to be made available. | ❒ |
| Promotions are based on merit not just length of service. Is length of service a criterion for promotion (i.e. does the person with the longest service get promoted)? Such a criterion must be reasonable in all the circumstances in order to ensure that it is not discriminatory. Further, promotions should be based on merit, i.e. who is the best person for the job. | ❒ |
| Employee benefits are provided on an equal basis to all employees. An example of the unequal provision of benefits is where free sporting tickets are provided to males only. | ❒ |
| Meetings and staff training are held during ordinary working hours. If not, this may cause difficulties for workplace participants with family responsibilities and may result in discrimination on that ground. | ❒ |
| Workplace participants who do not have English as a first language are given equal access to jobs as employees with English as a first language. | ❒ |
| Workplace participants who do not have English as a first language (non-EFL workplace participants) are not concentrated in certain jobs? | ❒ |
| Non-EFL workplace participants have access to translation facilities for important workplace documents. | ❒ |
| Flexibility is afforded to workplace participants to help them cope with the demands of their family responsibilities. | ❒ |
| Reasonable adjustments are made for workplace participants with disabilities where the adjustments are needed to help the workplace participant perform their job and where the adjustments do not cause the employer unjustified hardship. If adjustments are not made, this may constitute disability discrimination. | ❒ |
| Racist, sexist, homophobic or other inappropriate joking is not tolerated in the workplace. If this behaviour is occurring, this may constitute a ‘hostile work environment’ and may be unlawful harassment. | ❒ |
| There have been no complaints of sexual or other types of harassment made by workplace participants, customers or clients. If these complaints have been made, they should be dealt with discreetly and efficiently. | ❒ |
| The workplace has an EEO for women in the workplace policy. | ❒ |
| There is not a presence of bullying in the workplace.  For example, deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers, offensive jokes, interference with personal property, or malicious rumours or gossip can be classified as ‘bullying’. | ❒ |