# Affirmative Action Policy

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| Policy number | 3 | Version | 2 |
| Drafted by | Carol Smith | Approved by board on |  |
| 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 FMPLLEN’s 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

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

FMPLLEN 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 FMPLLEN will be based on merit.

This document applies to all employees, volunteers and contractors.

## Authorisation

Signature of Board

<Date of approval by the Board>
FMPLLEN

# Affirmative Action Procedures

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## Responsibilities

## It is the responsibility of the EO 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;

## Processes

To ensure that FMPLLEN 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 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 *Equal Opportunity for Women in the Workplace Act 1999,* FMPLLEN will submit an annual report to the Equal Opportunity for Women in the Workplace 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 EO.

## Related Documents

* Equal Employment Opportunity Policy
* Sexual Harassment Policy

## Authorisation

Carol Smith

Executive Officer

Date