



## **Equal Employment Opportunity Policy**

The New South Wales Clay Target Association is committed to a workplace or shooting ground, free from all forms of discrimination and harassment. All employees, volunteers, members of the public and of the Executive Committee, will be treated fairly regardless of their:

- Sex
- Race, colour, ethnic or ethno-religious background, descent or nationality
- Marital status
- Disability (including past, present or future physical, intellectual or psychiatric disability, learning disorders, or any organism capable of causing disease- for example- for example HIV)
- Homosexuality (male or female, actual or presumed)
- Age (including not forcing staff to retire at a fixed retirement age), or
- Gender identification

The Executive Committee will establish and monitor employment policies, practices and procedures to make sure we follow Equal Employment Opportunity principles in:

- Management practices
- Job design and workload allocation
- Staff selection and recruitment
- Working conditions, including flexible work practices
- Induction of new staff and members of the Executive committee
- Training and development
- Staff support, supervision and performance appraisal
- Dealing with harassment and discrimination complaints
- Counselling or discipline staff, and
- Dismissing staff

The Executive is also responsible for promoting awareness in the organisation about EEO and developing the skills of individuals to implement it.

In addition, all members of the Executive Committee, paid or unpaid staff have a responsibility to ensure that they:

- Do not discriminate against or harass others in their day to day conduct
- Avoid discrimination in the development, implementation and assessment of employment policies and practices, and
- Follow the organisations grievance procedure.

**Signature:** \_\_\_\_\_  
Paul Watchorn  
President

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Kathleen Dawe  
Secretary

Approved February 2012  
Reviewed February 2014