



## **Equal Opportunity and Employment Policy**

Guild Training is committed to promoting equal opportunity and employment in recognition of the principles of equity and social justice and in confirming with the spirit and intent of equal opportunity and anti-discrimination legislation.

Guild Training is committed to ensuring the fair and equal treatment of all learners and employees. We aim to ensure:

- No learner or employee receives less favourable treatment on any grounds including age, sex, marital status, colour, race, political or religious belief, disability or sexual orientation.
- There is no discrimination in enrolment, employment or selection that decisions on training, assessment, recruitment, promotion, and terms and conditions are based solely on ability and merit.
- All learners, managers and employees accept their responsibilities for equal opportunity practices and work together towards a positive approach and a culture of fairness and equal treatment for all.

This policy and procedure has been developed by the Pharmacy Guild of Australia as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

### **Procedure: actions and responsibilities**

<b>Action</b>	<b>Responsibility</b>
Guild Training promotes equal opportunity principles by: <ul style="list-style-type: none"><li>• Promoting equal opportunity in all aspects of the Guild's activities and as an integral part of Guild Training's policies and practices.</li><li>• Adopting policies, procedures and practices for staff and learners consistent with equal opportunity principles in the areas of recruitment, selection, promotion, training and development and other conditions of employment.</li><li>• Providing a learning and working environment that is free of inequality.</li><li>• Take action to prevent the occurrence of discrimination and harassment by conducting educative programs and other activities for staff and learners and through the implementation of anti-discrimination procedures.</li><li>• Develop affirmative action programs that will promote representation of women in all programs, occupational groupings and classifications.</li></ul>	National Secretariat State Branches
Information regarding equal opportunity and affirmative action is included in the staff induction handbook and forms part of the induction process. Further information and fact sheets are available on the Guild intranet (Alfresco).	National Secretariat State Branches
If a learner or employee feels that they have been denied equal opportunity within the Guild Training they should contact the Training Manager. In the first instance, advice and assistance will be provided. The Training Manager will: <ul style="list-style-type: none"><li>• Listen and provide moral support</li><li>• Clarify whether the behaviour or action being experienced constitutes discrimination</li><li>• If it appears that the behaviour, conduct or action is discriminatory explain the courses of action</li><li>• Give information, where appropriate, on self-help measures and where necessary provide referral.</li></ul>	National Secretariat State Branches
Informal resolution is the most common avenue for finding resolution. Resolution of complaints at this level allows for complete confidentiality for both parties and can sometimes result in an improved working relationship.	National Secretariat State Branches
The complainant may decide to lodge a formal written complaint. The complaint should be forwarded to the Training Manager and/or Branch Director. The Training Manager and/or Branch Director should follow Guild Training's complaint handling procedure.	National Secretariat State Branches

**Associated documentation**

Learner handbook  
Staff induction manual  
Access and equity – information sheet  
Training Agreement  
Complaints form  
Complaints register

**Related topics**

Complaints and appeals

**References**

Anti-Discrimination Information Sheet

**Authority**

National Training Manager – 12.03.2009  
National Training Manager – 15.06.2010  
National Training Manager – 29.07.2011  
Academy Compliance Manager – 21.10.2013  
Academy Compliance Manager – 18.06.2014  
Head – Guild Pharmacy Academy – 09.07.2016