Affirmative Action Policy

*Last updated April 2015*

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| --- | --- | --- | --- |
| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved by Board on | [insert date] |
| Responsible person | [insert name] | Scheduled review date | [insert date] |

### Introduction

* 1. 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

* 1. The purpose of this document is to state [Organisation}’s position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

### Policy

* 1. [Organisation] policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.
  2. [Organisation] 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.
  3. All decisions in [Organisation] will be based on merit.
  4. This document applies to all employees, volunteers and contractors.

## Affirmative Action Procedures

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| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. It is the responsibility of the CEO 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, that the annual report to the Workplace Gender Equality Agency is completed and submitted.

### Processes

* 1. To ensure that [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 *Workplace Gender Equality Act* 2012*,* [Organisation] 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.
  1. Employees and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their manager or the CEO.

### Related Documents

* [Anti-Discrimination Policy](https://communitydirectors.com.au/policies/anti-discrimination-policy)
* [Equal Employment Opportunity Policy](https://communitydirectors.com.au/policies/equal-employment-opportunity-policy)
* [Sexual Harassment Policy](https://communitydirectors.com.au/policies/sexual-harassment-policy)

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA) and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [Click here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

* You can't (or shouldn't) rely on these sample policies and procedures alone. They’re a starting point, but you will have to adapt them to suit your own language and requirements.
* Most samples include both policies and procedures (the policies provide guidance on standards, while procedures give instructions on implementing standards). We recommend adopting policies at a board level, while procedures can be developed/signed off by the organisation's CEO.
* We use the term ‘board’ to cover boards, committees of management, or anybody that has final authority in your organisation. And the term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match those used in your organisation.

### Other policies

There are numerous policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can hunt for what you need with our site search function.

### Make a deposit

If you have some great policies that your organisation thinks would be of use to other groups, email them to [service@ourcommunity.com.au](mailto:service@ourcommunity.com.au). We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 p.a

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members
3. Capacity building publications – current trends, issues and emerging areas of risk via member-only newsletters governance help sheets
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communications policies you’ve downloaded through the Policy Bank
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There’s an online forum, as well as regular invitations to events like Communities in Control Conference
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: [NFPHelp@maddocks.com.au](mailto:NFPHelp@maddocks.com.au) | W: <https://maddocks.com.au>