



Talentpay Equal Opportunity & Diversity Policy

Document Management

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Revisions

	Name	Designation	Date
Revision 1	Jess Kay	Head of Production	08/05/2025
Next review			01/05/2026



Policy

Purpose

This policy provides the framework to ensure that Talentpay is guided by the principles of equal opportunity, respect and inclusion and complies with the spirit and intent of federal and state legislation.

Policy Statement

Talentpay is committed to ensuring the integration of the principles of equal opportunity for all employees in Talentpay policies, procedures, decisions and operations. Talentpay activities are underpinned by the principles that:

- All people have the right to be treated fairly and equitably;
- There is equitable access to conditions and benefits of employment for all employees;
- All employees are entitled to a work environment free from unlawful discrimination, harassment, vilification, bullying or other adverse and inappropriate behaviours;
- Diversity is respected and appreciated as contributing to the richness of the teaching learning environment;
- An inclusive and flexible environment, including the implementation of special measures when required, provides the best outcomes for the varied needs of our diverse community;
- Equal opportunity does not mean treating everyone in the same way and that to redress the past disadvantages of particular groups, special measures are needed to improve employment opportunities for people from these groups. These groups include women, Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds; and
- Employees have the right to raise complaints in good faith under Talentpay's complaints procedure without fear of retaliation or victimisation

Implementation

Talentpay will promote equal opportunity by:

- Taking all reasonable steps to ensure that the working environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours.
- Implementing inclusive policies, practices and programs in all its activities and services to take account of the needs of our community.
- Implementing training and awareness raising strategies to ensure that all staff know their rights and responsibilities.
- Providing an effective procedure for complaints based on the principles of natural justice.



Roles and Responsibilities

Talentpay has a legal and a moral obligation to provide equal opportunity in employment and a workplace free from discrimination and harassment.

All staff are accountable for ensuring that their own behaviours comply with Talentpay's commitments and relevant state and federal legislation.

The Senior and Extended Management Team have accountabilities for the implementation of equal opportunity, gender equity and diversity within Talentpay.

Complaints

Any complaints about breaches of the Policy will be dealt with in accordance with the Talentpay's Complaints Handling and Resolution Policy.

Complaints may also be made externally to the Australian Human Rights Commission, the NSW Anti-Discrimination Board or to the Federal Fair Work Ombudsman.

Review

This policy will be reviewed when required by changes in legislation or changes within company operations.

Related Legislation

- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Human Rights and Equal Opportunity Act 1986
- Disability Discrimination Act 1992 (Cth)
- Workplace Gender Equality Act 2012
- Disability Standards for Education 2005
- Fair Work Act 2009 (Cth)

Definitions

For the purposes of this policy:

Equal Opportunity refers to people having equal access to opportunities at work.

Unlawful behaviour refers to unlawful discrimination, unlawful harassment, victimisation, vilification and unlawful adverse action.

Unlawful discrimination occurs when a person, or a group of people, is treated less favourably than another person or group on the basis of characteristics as determined by Federal and NSW state legislation. Unlawful discrimination can be direct or indirect.

Unlawful harassment occurs when a person is made to feel intimidated, insulted or humiliated because on the basis of certain characteristics as determined by Federal and NSW state legislation.



Characteristics which Federal and NSW state legislation prohibit discrimination and harassment on include:

- age;
- breastfeeding;
- disability;
- family or carer's responsibilities;
- marital or relationship status;
- political conviction;
- pregnancy or potential pregnancy;
- race, colour, descent, nationality, ethnic, ethno-religious or national origin;
- religion;
- sex;
- sexual orientation or preference;
- transgender status;
- actual or imputed characteristics of any of the attributes listed above; and
- association with a person identified by reference to any of the attributes listed above.

Vilification refers to a public act that could incite others to hate, have serious contempt for, or severely ridicule a person or a group of people on the basis of certain characteristics as determined by legislation.

Victimisation refers to less favourable treatment of a person or persons for their participation in making, supporting or resolving a complaint of discrimination, harassment or vilification covered under the NSW Anti-Discrimination Act 1977, whether that participation was actual, intended or presumed. This includes a person or persons who have agreed to be witnesses in relation to a complaint.

Adverse Action includes but is not limited to discrimination on the basis on certain characteristics as defined under legislation.

Special measures are acts which Talentpay can take to enable substantive equality for individuals who belong to groups which have experienced past disadvantage, because of laws and rules, stereotypes and attitudes. Special measures aim to redress past disadvantage and improve employment outcomes for people from these groups. Anti-discrimination legislation enables Talentpay to implement special measures for specific groups.