

Hospitality Group Training Inc
POLICY AND PROCEDURE

TITLE	Affirmative Action Policy
PURPOSE	To ensure that Hospitality Group Training's personnel practices are fair and equitable and do not discriminate against any group of employees or potential employees. To ensure compliance with relevant State and Federal Legislation.

Introduction

Hospitality Group Training comes under the ambit of the Equal Opportunity for Women in the Workplace Act 1999. The Act prescribes certain positive courses of action to be taken by employers. The Organisation is also bound by the South Australian Equal Opportunity Act 1984.

Policy Statement

Hospitality Group Training is committed to a policy of equal opportunity in employment, recognising this to be an integral part of sound management practice. Therefore, the organisation seeks to ensure that all personnel, policies and practices, including selection criteria and conditions of employment, are non-discriminatory in the terms of the relevant legislation.

The Organisation aims to ensure that all employment related decisions regarding existing and potential employees are made on behalf of merit irrespective of sex, race, colour, marital status, religion or political opinion, disability, pregnancy or sexuality.

Hospitality Group Training will establish a positive Affirmative Action program in accordance with this policy. The key aims of the program are :

- ❖ to consult with employees and appropriate unions
- ❖ to review all personnel policies and practices
- ❖ to prepare a statistical analysis of the work force
- ❖ to set objectives
- ❖ to monitor and evaluate the programme and the resulting and procedures
- ❖ to report as required to the Agency

Hospitality Group Training will comply with anti-discrimination and equal opportunity legislation.

Coordination of the program will be the responsibility of the Executive Officer. However, all staff involved in the recruitment and promotion of employees have a specific responsibility to ensure this policy is complied with at all times.

Wendy Ettridge
Executive Officer