



WORLD STUDENT CHRISTIAN FEDERATION

Equal Employment Opportunity Policy and Procedures

(EEOPP)

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I. Principles and intent

WSCF is committed to eliminating discrimination and encouraging diversity amongst our workforce. As followers of Jesus Christ, we are called to provide environments that affirm the dignity and worth of persons created in the image of God. To this end, it is our responsibility to oppose oppression in all forms. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

This policy has been created to raise awareness, to prevent discrimination from happening in our midst and to have a just and clear process for addressing it when it does happen.

This policy is designed to ensure that WSCF complies with all of its obligations under relevant legislation. All WSCF Inter-Regional and Regional Staff, Officers, Executive Committee members are covered by the policy. Any other policies developed on the regional or national level should serve to apply the principles in this document more specifically within that regional or national context and should not in any way contradict this Inter-Regional policy.

II. Commitment

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff, contractors and volunteers are recognized and valued.
- Every employee, contractor and volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound organizational sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all of WSCF
- The policy will be monitored and reviewed annually by the Personnel Committee.

III. Definitions

Discrimination is treating an individual with a particular attribute less favorably than an individual without the attribute or with a different attribute under similar circumstances. It can also be, seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.

Equal Employment Opportunity is ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Victimization happens where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimization will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

IV. Policy

WSCF is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer and to pursue their career as effectively as others.

Consistent with this, WSCF will not condone and regard as unfair, all forms or unlawful discrimination or vilification including, but not limited to, that which relates to:

- religious belief or activity;
- sex;
- sexual harassment;
- sexual orientation;
- pregnancy or potential pregnancy, breast feeding;
- marital/ domestic status;
- disability;
- race, color, national extraction, social origin, descent, ethnicity, ethno-religious or national origins;
- age, compulsory retirement;
- family responsibilities, family status, status as a parent or carer;
- racial vilification
- homosexuality vilification;
- transgender vilification;
- HIV/ AIDS vilification;
- religious belief or activity;
- political belief or activity;
- physical features;
- industrial activity;
- employer association activity;
- trade union activity;
- profession, trade, occupation or calling;
- gender;
- gender identity;
- transgender;
- transsexuality;
- medical record; and
- criminal record.

In all cases performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

v. Procedure

WSCF Inter-Regional and Regional Staff, Officers and Executive Committee members must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individual's inherent ability to carry out the position. Any concerns or queries should be directed to the Personnel Committee.

Employees who believe they have or are being treated unfairly as a result of discrimination should notify their manager or the Personnel Committee.

vi. Responsibilities

It is the responsibility of the Co-Secretary Generals to ensure that:

- they understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- all decisions relating to appointment, promotion and career development are made without regard to any matters, other than the individual's inherent ability to carry out the job;
- they provide an environment which encourages Equal Employment Opportunity and set an example by their own behavior; and
- all staff, contractors and volunteers are aware of the Equal Employment Opportunity Policy.

It is the responsibility of the Personnel Committee to ensure that:

- all Inter-Regional and Regional Staff, Officers and Executive Committee members are aware of their obligations, responsibilities and rights in relation to Equal Employment Opportunity;
- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- ongoing support and guidance is provided to all employees in relation to Equal Employment Opportunity principles and practice.

It is the responsibility of all Inter-Regional and Regional Staff, Officers and Executive Committee members to ensure that:

- they treat all people with respect and professionalism without regard to non-relevant criteria or distinctions.

vii. Related Documents

- Personnel Policy
- Sexual Harassment Policy and Procedures